

STATEMENT

TERMS OF USE

Career Services at the University of Northern Iowa provides career management tools and resources to students and employers that enable us to “help students succeed.” UNI Career Services is part of the NACELink Network, owned and operated by the National Association of Colleges and Employers (NACE). As a member of the NACELink Network, UNI Career Services provides Symplicity Career Services Manager (CSM) software called CareerCat, a web-based system hosted by NACE for posting jobs, maintaining user data and documents (i.e. resumes, profile information, etc) and scheduling interviews for students seeking jobs and employers who recruit on campus.

The use of NACELink and UNI Career Services by students and employers is optional. UNI Career Services and NACE are committed to maintain the confidentiality of all data collected on NACELink. Individual user data collected by NACELink will not be sold, transmitted, or disclosed to any organization **except as designated**. For the NACELink User Agreement, view http://www.nacelink.com/nl_useragreement.php

HOW NACELINK CONNECTS JOB SEEKERS WITH EMPLOYERS

- NACELink provides various tools and features whereby employers can post jobs, search and locate candidates through profile and resume searches, and schedule recruiting events.
- NACELink provides various tools and features whereby job seekers can review and apply for jobs, schedule interviews, contact employer representatives, and participate in recruiting activities.
- Information is collected in the CSM for the above mentioned activities. In utilizing features of NACELink, both employers and students agree to allow the data to be collected and used by UNI Career Services and NACE. Communication between UNI Career Services, employers, and job seekers will occur based upon information collected.

SUMMARY OF INFORMATION COLLECTED AND USE

- UNI Career Services may collect student/alumni profile and resume information to send targeted communications, to publish resume books distributed to employers, and to send resumes on behalf of the students to employers.
- Individual student and employer information, including placement information, may be used in aggregate form for reporting purposes. No identifiable information will be released for such purposes.
- Employers will have access to limited student profile and searchable resume information. This includes major, year in school, GPA, industry information, phone, email, and address. Employers will not and cannot access protected EEOC information.
- While UNI Career Services tries to restrict access of NACELink to eligible employers, neither NACE nor UNI Career Services can guarantee that other parties will not, without our consent, gain access to the data base. Users are urged to validate job postings and use common sense when applying. Under no circumstance should an applicant provide a social security number, bank account number(s), or credit card information to a position posted on NACELink. If any activity is questionable, please contact UNI Career Services at 319.273.6857 or careerservices@uni.edu.

WARRANTIES AND LIABILITIES

UNI Career Services is associated with NACE and NACELink to provide quality service to University of Northern Iowa students and alumni. Many of the provisions contained in this statement are based upon representations made by NACE and NACELink. While the University of Northern Iowa believes that NACE and NACELink provide a valuable service to the job seeking community, NACE and NACELink are not related to UNI. Therefore, UNI can not guarantee nor does it otherwise accept responsibility for any portion of this statement that depends upon NACE’s representations and its compliance with those representations.