

Indiana Tech  
Career Planning & Development Center- CPDC  
Student/ Alumni/ Employer  
User Agreement

### **Participation Agreement**

The Career Planning and Development Center (CPDC) agree to:

- **PROVIDE SERVICES:** Offer services to assist you with your career decision making and job search activities.
- **ACCESS OF INFORMATION:** Provide you with access to information on a range of career opportunities and type of employing organizations.
- **NON-DISCRIMINATION:** Provide you with access to prospective employers without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability and provide you with reasonable accommodations upon request.
- **PROTECT CONFIDENTIALITY:** Exercise sound judgment and fairness in maintaining your confidentiality.
- **STUDENT ADVOCACY:** Discuss EEO noncompliance and unethical behavior exhibited by an employer and take appropriate action when needed.

The Student agrees to:

- **ACCURATE INFORMATION:** Certify that information found in any resume, profile or other job search documents is truthful and accurate.
- **EXERCISE PRECAUTIONS:** While the majority of postings are screened by the Career Planning & Development Center (CPDC), students are advised to contact the CPDC if they have questions regarding the validity/legitimacy of the employer or position posted.
- **GRANT ACCESS:** Students grant permission to provide resumes and other job search documents to perspective employers by posting a resume to a “Resume Book” in Warrior Jobs.
- **HONOR COMMITMENTS:** Pledge to honor all interview commitments that have been previously scheduled with employers and keep appointments scheduled with staff professionals in the CPDC.
- **GENUINE INTEREST:** Sign up for interviews with only those employers for whom the student is interested in working.
- **PROFESSIONAL CONDUCT:** Notify the employer on a timely basis of an acceptance or non-acceptance of an offer, accept and offer of employment in good faith, withdraw from the recruiting process after accepting an offer of employment, and discontinue pursuit of a position with other employers upon accepting an offer.
- **CONSEQUENCES FOR NON-COMPLIANCE:** Accept that failure to adhere to any point in this agreement may result in removal of privileges with the CPDC.

**Employers-** Large and small businesses, government and non-profit organizations offering full-time, part-time, seasonal jobs, internships, and co-ops may list employment opportunities (at no cost) with the CPDC.

Employers agree to:

- **NOT DISCRIMINATIVE:** Employers agree to screen and hire without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability and provide reasonable accommodations upon request.
- **PROFESSIONALISM:** The CPDC expects the same professionalism from our employers that we expect from our students. All employer representatives are encouraged to review the **Principles for Employment Professionals** developed by the National Association of Colleges and Employers (NACE).
- **CONFIDENTIALITY:** Recruiters must treat all student information, including resumes and transcripts, as strictly confidential. All interviewers should be trained to ask only those questions that are legal and appropriate.
- **ALCOHOL FREE POLICY:** In addition, serving alcohol should not be a part of the recruitment process. All activities, including, but not limited to informational meetings and presentations, should be alcohol free. All on campus interviews should be held in the CPDC's Interview Center unless otherwise cleared by the Director of the Career Planning & Development Center.
- **APPROPRIATENESS:** Jobs that are located at an individual's place of residence will not be posted. In addition, jobs containing a personal email address and/or personal telephone number as the contact will not be posted (i.e.: yahoo, hotmail, gmail, etc.)
- **COMPENSATION:** Unpaid internships may be posted at the approval of the CPDC. Compensation in the form of straight commission only will not be allowed to attend campus career fairs.
- **FEES:** Positions that require fees and/or require a student to act as an independent contractor will be posted at the discretion of the CPDC. These types of companies may be allowed to attend campus career fairs.
- **DIRECTION:** Internship inquiries and opportunities will be directed to the Career Planning & Development Center Internship Coordinator, Cindy Verduce, at [cpverduce@indianatech.edu](mailto:cpverduce@indianatech.edu) and/of the appropriate academic department.

**Third Party Recruiters, including Employment Agencies, Search Firms, Staffing Services, Temporary Agencies, On Line Job Board Services, Contract Recruiters, etc.:** To post a position, please contact Alison Delicati, CPDC Director, at [akdelicati@indianatech.edu](mailto:akdelicati@indianatech.edu) for a copy of our *Third Party Recruiters Policy* and our *Third Party Recruiter Working Relationship Statement*. Once all requirements have been met, we would be happy to post your position for you. Third Party Recruiters do not have access to resume referrals. Third Party Recruiters are permitted to attend campus career fairs.

## **Security**

Indiana Tech does not endorse any employer and urges students to use good judgement in all of their interactions with employers. The CPDC suggests that students request business references for unknown organizations before interviewing with them off campus or exploring job opportunities. Students should never give a potential employer their credit card, social security numbers, or bank account numbers, and never spend any of their own money on an employment “opportunity” unless very certain it is for legitimate reason (such as training costs.) The Career Planning & Development Center staff advises students to interview in public places only.

## **Private Policy Changes**

The CPDC may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way Indiana Tech collects or uses information or changes in privacy-related laws, regulations, or industry standards. Accordingly, the CPDC reserves the right to change this privacy statement at any time by posting the revised policy on this site. Information will be handled according to the privacy statement in effect at the time the information is used.

## **Disclaimer**

The CPDC staff at Indiana Tech maintains this website as a service to our students and alumni. We do not endorse or recommend employers and their services. We encourage students/alumni to thoroughly research each job vacancy for which they are applying and to verify the integrity of the organization.

Links to other websites are not under the control of the CPDC and we are not responsible for the contents of any linked site.

Students/ Alumni who discover any misuse or abuse of this website are encouraged to contact the CPDC immediately.

If you have any questions or concerns regarding this user agreement or wish to contact the Career Planning & Development Center at Indiana Tech, please call (260) 422-5561 ext. 2217 or email [akdelicati@indianatech.edu](mailto:akdelicati@indianatech.edu).

**Please Note: Students, Alumni, and Employers registering, and/or submitting/reviewing resumes are agreeing to comply with all points of the Participation Agreement.**

This policy was last updated on November 7, 2007.