

Employer User Agreement

MyCareerLink requires employers to accept the terms of the Employer User Agreement (Agreement) as set out below. In order to use this service, users must read the Agreement and select the box at the Policy Affirmation section of registration.

Expectations

Employers using Pima Community College's MyCareerLink are responsible for proper use in accordance with the following:

- [PCC Acceptable Use of IT Resources \[PDF\]](#)
- [NACE Principles for Professional Practice](#)
- [NACE Principles for Professional Practice for Career Services and Employment Professionals](#)

Employers are expected to maintain a positive, collaborative working relationship with Pima Community College Career Services (CS) staff. This includes cooperating with CS on policies and procedures, meeting necessary deadlines to ensure smooth operation of on-campus interview visits, providing the job/company information and data requested, providing hire data as requested, complying with the legal obligations of recruiters and limiting the use and disclosure of student data for job placement only. Employers that violate any of the policies or regulations will be subject to losing access to CS services, possibly permanently, depending on the nature and frequency of the violation(s).

All employer representatives are expected to support CS policies in all interactions with students.

Employers that are unable to comply with these policies should consider using other recruiting resources.

Service Guidelines

- CS reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any College or CS policies.
- CS works with third parties only under limited circumstances, which are outlined in detail in the CS Third-Party section.
- CS reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if the company demonstrates unsafe working conditions; if the employer discriminates; or if CS receives student complaints about discrimination, harassment, threats, unsafe working conditions or any other questionable circumstance.
- Employers without an operational website must provide their Employer Identification Number or EIN (also known as Federal Employer Identification Number or FEIN). For employers with an operational website, CS will review the website for appropriateness. Employers should have an EIN or FEIN prior to initiating any hiring. CS reserves the right to request an EIN or FEIN from any employer before providing any service.
- CS will not provide service to any employer requiring upfront payment of any kind or requiring the purchase of products or work equipment/tools (with the possible exception

of safety equipment, such as steel-toed boots) and/or payment for instruction/training. Any required safety equipment should be noted in the job posting.

- In the event that a Pima Community College student reports experiencing any harassment or actual or potential harm at the workplace, to include time spent in the recruitment process, the employer's recruiting privileges will be suspended pending a resolution of the situation that is satisfactory to CS.
- CS does not recommend or select candidates for employers.
- CS does not perform background checks on students or review student-provided information for accuracy.
- Keep your information and password confidential; you are responsible for all uses of your account. If others use your password to list inappropriate material or access information, you risk losing access to MyCareerLink. Contact careerservices@pima.edu immediately if you suspect any unauthorized use of your account and password.
- Your account as an employer provides you a limited, terminable right to access and use the CS job search site only for your internal business use to seek candidates for employment.

Job Postings

- Job postings must be actual, current openings for internships, cooperative education assignments, and/or traditional, W-2 or 1099 full-or part-time employees.
- Companies may not use job postings or email to post advertisements or solicitations for employment that require on-campus promotion or selling of services that are in competition with existing services on campus, or that involve network marketing, pyramid selling, exploding offers, bait and switch offers or multi-level marketing (MLM). Job postings for positions where the focus is primarily the exploitation of the student rather than offering legitimate career experience may result in the removal of the posting and all postings by the same employer.
- Independent contractor positions (those issued a 1099 instead of a W-2) must be clearly identified in the job posting as well as meet the [IRS guidelines](#) for an independent contractor.
- Job postings that are commission-only positions will not be accepted.
- Job postings for personal services, including but not limited to babysitting, errand-running or home care, will only be accepted from companies that directly employ the student.
- Job postings or emails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
- Non-local employers should clearly specify the nature of any travel, housing or relocation assistance in the posted job announcements and during interview. If none is provided, please state this in the job announcement. CS reserves the right to insert additional alerts in any posted information to ensure that students can make informed decisions.
- Job postings or email communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive or hateful; or anything that is embarrassing or offensive to another person or entity.
- Job postings should not request inappropriate personal information, such as Social Security Number or bank account information.
- You may not use your job postings or email to post false, inaccurate or misleading information.

Internships

Internships are opportunities for students to gain experience in their career area. They can be full-time or part-time, paid or unpaid. Internships must clearly state whether they are paid or unpaid. Information about unpaid internships can be found on

[Department of Labor Fact Sheet #71](#). Job postings for unpaid internships in the for-profit sector will not be posted. Internships listed as for credit opportunities will not be accepted. To determine if your position might be considered for a credit opportunity, please contact the CS office.

Third-Party Recruiting Policy

In providing services for third-party recruiters, CS policy requires that:

- Third-party recruiters follow the College's policies on Equal Opportunity/Affirmative Action and do not discriminate on the basis of age, race, color, religion, sex, handicap, or national origin. An employer or agency using the services of CS understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of CS.
- Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the [NACE Principles for Professional Practice](#).
- Third-party recruiters may list positions they are seeking to fill for their clients only if the clients' name is disclosed.
- All positions listed by third-party recruiters cannot require applicants to pay any fees.
- CS reserves the right to request that third-party recruiters provide information about their operations and services for candidate review.
- It will be the responsibility of the candidate to contact the third-party recruiter and apply for any positions through the third-party recruiter directly. CS will not release candidate names and/or information concerning candidates, including résumés.

Résumé Access

- CS does not send résumés or give any employer passwords to corporate "student ambassadors" or "student campus recruiters." It is against professional standards to provide a student's résumé to a fellow student for review and decision-making.

Student Privacy Issues

- If a student or alumni of the College chooses to be included in MyCareerLink résumé books, prospective employers may be matched according to the market requests and the student or alumni profiles. However, inclusion in MyCareerLink does not reflect any specific knowledge or endorsement of individuals seeking employment through MyCareerLink. Employers are advised to review all applicants carefully, verify application information and check references.
- CS will not verify academic standing or any other student information.
- Redisclosure of student information is prohibited. Employers who receive students' résumés and educational information may use the information only for the original purpose for which disclosure was granted. Employers may not transmit ("rediscover") student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes.

Volunteer Work

- Volunteer work for bona fide charitable organizations seeking volunteers must clearly list that the position is a volunteer opportunity with no compensation.

Privacy Policy

For additional information regarding privacy and security policies, please review the MyCareerLink/NACElink Privacy Policy.

Student Guidelines

For additional information regarding acceptable use by students/alumni, please review the Student/Alumni User Agreement.

Pima Community College Career Services is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We expect all employers to comply with U.S. and applicable state employment laws and we recommend including an EEO statement with all job descriptions.