

Student and Alumni User Agreement

MyCareerLink requires students and alumni to accept the terms of this Student and Alumni 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.

Acceptable Use

Users of MyCareerLink are responsible for its proper use in accordance with the following:

- [PCC Acceptable Use of IT Resources](#) [PDF]
- [Student Code of Conduct](#)

User Responsibilities and Expectations

- Provide accurate information in your profile, résumé and any other supporting documents. **Furnishing false information, knowingly or unknowingly, to the College or employers is a violation of the Student Code of Conduct and could result in suspension of your MyCareerLink privileges.**
- Maintain accurate and timely information in your profile and documents within MyCareerLink.
- Keep your information and password confidential. You are responsible for your account. If others use your password to post 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.
- Attend all scheduled interviews. If you need to reschedule or cancel an interview, contact the employer at least two business days before the scheduled interview.

Résumé Release

MyCareerLink allows users to post résumés to their personal profile. By uploading a résumé or other documents to MyCareerLink, you are authorizing the administrators of MyCareerLink to view these documents. If you choose to include your résumé in the résumé book, you are authorizing employers/search firms to use your “default résumé” for recruiting, interviewing and hiring purposes. If you choose not to include your résumé in the résumé book, employers/search firms will not have access to your résumé. You will have to send your résumé directly to the employer for consideration. The College is not responsible for how employers/search firms use the information available to them on MyCareerLink.

Partnerships with Outside Entities

The College, in providing services through MyCareerLink, utilizes external partners. Those partners provide for the collection and distribution of information, including, but not limited to, your résumé(s). Such activities are outside the control of the College and the College has no direct or indirect control over the protection of your information by those partners.

Participating Employers

If a student or alumni of the College chooses to be included in résumé books through MyCareerLink, 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 by the College of the prospective employer, its practices or sites. Job applicants should review all job listing information carefully. The College does not assume

responsibility for employer listings. It is the responsibility of the job seeker to determine the accuracy of the listed job(s).

Email

Users who choose to make use of certain features in MyCareerLink (i.e., the Job Search Agent or Event RSVP) will receive information via email.

Assumption of Risk and Release of Claims

Users fully realize that in using the services provided through MyCareerLink, there may be inherent risks of unintended release of information to third parties by non-College entities and professionals and potential on-premise risks in every employment setting. Users understand that none of these risks are under the direct or indirect control of the College. Users hereby assume that risk and release and hold harmless Pima Community College from any claims arising out of my registration and/or job placement through MyCareerLink. The user has carefully read this Agreement and by clicking the “Agree” link affirms understanding of the terms described within it.

Privacy Policy

For additional information regarding our privacy and security policies, please review the [MyCareerLink/NACELink Privacy and User Policy](#).

Employer Guidelines

For additional information regarding acceptable use by Employers, please review the [Employer User Agreement](#)

If you have questions concerning this agreement, please contact careerservices@pima.edu.