

## JOBZONE TERMS OF USE

### STUDENT PARTICIPATION AGREEMENT

#### I AGREE TO:

- **Accurate Information:** Certify my job search documents to be truthful and accurate.
- **Grant Access:** Allow JobZone to provide my job search documents to prospective employers and use any images of me obtained at campus events for marketing and reporting purposes.
- **Honor Commitments:** Keep all appointments that I have scheduled with employers and Career Services Staff.
- **Professional Conduct:** Accept an offer of employment in good faith and immediately notify employers of acceptance or non-acceptance of the offer, as well as withdraw from the interviewing process and no longer pursue positions with other employers.
- **Report Suspicious Inquiries:** Understand that job seekers can be deceived by organizations posing as legitimate employers and you are responsible for taking necessary precautions. If suspicious of such an organization, do not respond to them and please share details with us at [careerservices@ipfw.edu](mailto:careerservices@ipfw.edu). Links to other websites are not controlled, maintained, or regulated by Career Services.
- **Consequences for Non-Compliance:** Accept that failure to adhere to any point in this agreement may result in the removal of my privileges on JobZone.

#### CAREER SERVICES AGREES TO:

- **Provide Services:** Assist you with your career decision-making and job search activities.
- **Access of Information:** Provide access to a range of career opportunities and types of employers; keep in mind Career Services does not endorse or recommend any particular employer.
- **Non-Discrimination:** Provide access and reasonable accommodations to prospective employers without regard to race, color, national origin, religion, age, gender, sexual orientation or disability.
- **Protect Confidentiality:** Exercise sound judgment and fairness in maintaining your confidentiality. To understand how we use your information to assist you, please see the *Career Services JobZone Privacy Statement*.
- **Student Advocacy:** Respond to suspicious employee behaviors.

**Please note:** To learn more about Internet privacy and industry practices, visit: Federal Trade Commission, Better Business Bureau, and TRUSTe. Please also see *Steps to Protect Yourself during your JobSearch*. Students, alumni, and employers registering and submitting their résumé through JobZone are agreeing to comply with all points of the Participation Agreement. When you have logged in you have agreed to the terms. Please be aware that you are logging into a service powered by NACELink, a division of the [National Association of Colleges and Employers \(NACE\)](#). Please view [NACELink's Privacy Policy](#).