

# UIS Career Development Center Policy and Procedure

---

<b>Title:</b> Resume Book Policy Terms and Conditions	<b>Policy Number:</b>
<b>Effective Date:</b> July 2014	<b>Revision Date:</b> July 2014 <b>Approved by:</b>

## **Policy:**

Resume books are collections of resumes that are searchable by pre-screened employers. If an employer thinks a student or alumnus/a's resume matches a job it has, a representative of that company may contact that person. Employers can only view resumes if a student or alumnus/a opts-in to the Resume Book option. Anyone with a student account can opt-in or opt-out at any time by adjusting the privacy tab to change preferences.

The UIS Career Development Center (CDC) shall use discretion regarding which employers and contacts it will grant access to UIS Resume Books and publications. The CDC reserves the right to change the terms and conditions of this policy at any given time.

- Approved employers and affiliated contacts may only use the information provided for the sole purpose of employment or internship recruiting. The resume books may not be used for other purposes not related to direct employment (i.e. personal use, referrals for friends, solicitation, or for marketing use).
- Any communication or recruitment materials provided to students by employers cannot contain language or images that is threatening, obscene, slanderous, intolerable, illegal in nature, offensive, or cause embarrassment to the individual. To do so is deemed a violation of CDC policy and will result in termination of that employer's and affiliated contacts' access to UIS Resume Books, Career Development Center services, and possible legal action.
- Third-party recruiters are not considered authorized users, and therefore will not be given access to Resume Books.
- Resume Book access will only be given to recruiters or organizations that have been approved by the Career Development Center staff and have agreed to abide by terms and conditions contained herein CDC policy.
- The UIS Career Development Center reserves the right to deny its services to any company/organization for the following reasons, but not limited to:
  - Failing to comply with the CDC or university policies
  - Providing any misleading or misrepresentation of information or lack of information pertaining to internships or employment opportunities
  - Failing to uphold private and protected information
  - Sending inappropriate messaging or other forms of communication that the Career Development Center deems inappropriate
  - Providing inaccurate or fraudulent email addresses
  - Any harassment of students, staff, alumni, or faculty

## UIS Career Development Center Policy and Procedure

---

- If the Career Development Center receives complaints made by students, staff, alumni or faculty
- If there is a violation of federal, state, or local laws
- UIS is an equal opportunity employer and employers may not discriminate against any one based on gender, religion, race, political view, age, sexual orientation, disabilities, national origin, or other represented classes and identities protected by law.
- Before granted access to CDC Resume Books, the employer must have a position available and a job description developed. The employer will send the Career Development Center the job description for a review in order to assist in identifying potential candidates' resumes to post in the Resume Book.
- The Resume Book publication shall not be sent as a physical document or as a PDF or Word file. Rather, a link to the publication on the CareerConnect site will be sent to the contact. The link will have a predetermined date on which the publication will expire and the link will become inactive. Customary timeframes for active links range from two (2) weeks to no more than one (1) month in duration. After expiration, the contact must follow the procedure to request a new Resume Book.