Catamount Job Link - Use of Information & Privacy Policy

Introduction

Catamount Job Link is our name for a product called NACElink. The NACElink Network, the result of an alliance among the National Association of Colleges and Employers, DirectEmployers Association, and Symplicity Corporation, is a national recruiting network and suite of web based recruiting and career services automation tools serving the needs of colleges, employers and job candidates. Career Services contracts with the NACElink Network to provide our students with job and internship listings, interviewing opportunities, calendars, and document storage services. Please refer to the NACElink website (http://www.nacelink.com) for more information.

NACElink's commitment to all users—schools, employers, and students/alumni—is that NACElink will maintain the confidentiality of all information collected on NACElink Network and will not sell, transmit, or disclose in any fashion this information to any other organization. View NACElink’s privacy statement for students and employers at: http://www.nacelink.com/nl_privacy_policy.php

Use of Personally Identifiable Student Information

Personally identifiable information (name, contact information, demographic information, academic history, G.P.A, employment history, etc.) will be collected as student and alumni users post resumes and other application materials and view and apply for jobs and internships. The information in a candidate’s profile is used by Career Services for job-search advising, promoting programs and services, notifying candidates of employment and experiential opportunities, and referring qualified candidates to employers.

Resumes are not shared with third parties, such as employment agencies or search firms. Employers do not have access to view information or resumes directly from the Center's database. Only the resumes of students who have given permission to have their resumes released to employers are shared with prospective employers. Resumes are selected based on objective, legally permissible requirements. Career Services may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through e-mail communications. By entering data into Catamount Job Link, students and alumni may have data included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys.

A Word of Caution to Students

Career Services does not endorse any employer and urges students to use good judgment in all interactions with employers. The jobs posted on Catamount Job Link are not screened by NACElink or Career Services, so it is suggested that students research organizations before
exploring job opportunities or interacting with them. Students should never provide social security numbers on resumes, which might be circulated widely. When applying for specific positions, students should provide social security numbers if requested but should never supply bank account or credit card information. It is advisable to not spend any money on an employment “opportunity” unless one is very certain that it is for a legitimate reason. Career Services advises students to use discretion in arranging meetings and/or interviews with unfamiliar employers.

Use of Identifiable Employer Information

Career Services will collect information from employers who use Catamount Job Link. This information can include contact information (such as phone numbers or e-mail addresses), unique identifiers (such as NACE membership or account numbers or NACElink Network passwords), and demographic information (for example, location, type of organization, size of organization). The information in employer profiles is used by Career Services for notifying candidates of employment and experiential opportunities and referring qualified candidates to employers. Professional contact information will be available as you have defined in your profile.

Career Services does not bill employers for job posting services, nor will we have access to any financial information shared with NACElink. NACElink does charge a fee for multi-school listings and will need financial information (such as a credit card number) to bill organizations. Credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's servers; this information will need to be re-entered each time there is a new financial transaction.

Security

Personally identifiable information is protected both on- and off-line. Data about students, alumni, and employers is password protected. All personally identifiable information collected by NACElink is stored in limited-access servers. NACElink has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, or alteration of information under NACElink’s control. This site uses firewalls to protect from loss, misuse, and alteration of the information under its control.

Disclaimer

Career Services has associated itself with NACE and NACElink in order to provide improved services to University of Vermont students and alumni. Many of the provisions contained in this statement are based upon representations made by NACE and NACElink. Career Services believes that NACE and NACElink provide a valuable service. However, NACE and NACElink are not affiliated with University of Vermont. Therefore, University of Vermont cannot guarantee, nor does it accept responsibility for, any portion of this statement that depends upon NACE's representations and its compliance with those representations.