

Terms of Use

The career, internship, and employment offices at the University of Illinois at Chicago provide career management tools and resources to students and employers to enable students to secure employment. The career, internship, and employment offices are part of the NACELink Network, owned and operated by the National Association of Colleges and Employers (NACE). As a member of the NACELink Network; the career, internship, and employment offices provide Symplicity Career Services Manager (CSM) software, a web-based system hosted by NACE for posting jobs, maintaining user data and documents (i.e. resumes), maintaining information on career related events, and scheduling interviews for students seeking jobs and internships and employers who recruit on campus. The web-based system is referred to as UICcareers. Some data, such as employer profiles and job postings, are shared among the five career, internship, and employment offices that use UICcareers.

This document outlines the terms of use of the UICcareers for students, alumni, employers, and other users. The career, internship, and employment offices reserve the right to change these terms of service and/or the nature of functionality of the service at any time. Users must also review the NACELink User Agreement at http://www.nacelink.com/nl_useragreement.php.

External Content

The career, internship, and employment offices and the University of Illinois do not assume responsibility for, nor can they be held accountable for, non-University links or the contents or information of those links. This extends to use of or losses incurred by use of those links or the information they contain.

Warranties and Liability

The career, internship, and employment offices have associated themselves with NACE and NACELink in order to provide improved services to University of Illinois at Chicago students and alumni. Many of the provisions contained in this Statement are based upon representations made by NACE and NACELink. While the career, internship, and employment offices believe that NACE and NACELink provide a valuable service to our job seeking community, NACE and NACELink are not affiliated with the career, internship, and employment offices. Therefore the career, internship, and employment offices cannot guarantee, nor do they otherwise accept responsibility for, any portion of this statement that depends upon NACE's representations and NACE's compliance with those representations.

While the career, internship, and employment offices will make every effort to ensure that employers and job postings are legitimate, the career, internship, and employment offices are not liable for the accuracy of employer and job information contained on Symplicity. NACE does not screen employers or job postings.

Please also refer to the University's Web Privacy Notice, located at http://www.vpaa.uillinois.edu/policies/web_privacy.asp.

Applicable Laws and Policies

The use of this service is subject to all applicable local, state, and federal laws, as well as general University and campus policies.

Authorized Users

UICcareers is intended for use by students, alumni, and employers. Students are defined as continuing UIC students. Alumni are defined as former UIC students with an affiliation or active relationship with a UICcareers participating office. Employers are defined as entities that have expressed interest in hiring current UIC students and/or UIC alumni. In addition, select University employees access UICcareers as necessary for administration of the service.

Privacy Policy

The career, internship, and employment offices and NACE are committed to maintaining the privacy of personal information submitted by the users of Symplicity, the online job system provided through partnership with NACE and the NACELink Network. Users of the service should also review the NACELink Network Privacy Policy at http://www.nacelink.com/nl_privacy_policy.php.

Information collected through Symplicity and the NACELink Network will be used for the following:

- To enable employers to access and use various tools, features, and functionality of the NACELink system, such as posting jobs, scheduling interviews, and using resume search engines. The appropriate career services staff will, to the best of their ability, verify that only bona fide employers are allowed access to UICcareers.
- To enable students/alumni to access various tools, features, and functions of the NACELink system included but not limited to: job postings, resume databases, and job-search agents.
- To communicate with employers and students regarding use of NACELink, site changes, or information on possible events/activities associated with recruiting.

Student/Alumni

NACE receives and collects personal identifiable information about a student/alumni user (name, contact information, demographic information, academic history, employment history, etc.) via NACELink after they register for services and upload resumes, cover letters, and other documents which contain personal information.

Career Services staff members from participating career, internship, and employment offices may access some of the job seeker's personal information to send e-mail using communication tools on the site, to publish resumes in the school's resume book(s), and to send resumes to employers on behalf of the students/alumni. Students and alumni have an option to opt out of both e-mail communication and inclusion in the resume book database.

Employers that use NACELink directly through NACELink or through a participating career, internship, and employment offices will have access to user resumes and the personal information contained therein for recruiting, interviewing, and hiring purposes, with the exception of students who have opted out of inclusion. Employers will also have access to limited information from user's profiles only if the profile matches an employer's search criteria. NACE and participating career, internship, and employment offices are not responsible for what employers do with the personal information that is available or accessible on this site, and jobs posted on the NACELink Network are not screened by NACE.

While NACE and the career, internship, and employment offices endeavor to restrict access to this database to eligible employers, NACE and the career, internship, and employment offices cannot guarantee that other parties will not, without consent, gain access to the database.

Employers

The career, internship, and employment offices and/or NACE will collect information from employers using the site. This information may include contact information (such as phone numbers or e-mail addresses), unique identifiers (such as NACE membership, account numbers, or passwords to NACELink), financial information (such as a credit card numbers), and demographic information (such as location, type of organization, size of organization). The financial information collected will be used only to bill an organization for fees associated with multi-school listings, other NACELink services, or select recruiting activities arranged through the career, internship, and employment offices. Credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's servers. Employers will need to re-enter that information each time a new financial transaction is conducted. NACE will receive and collect job postings (including job descriptions, employment qualifiers, and salary information) and interview schedules.

Updating Account Information

NACELink allows users to change or correct personal information at any time. To do so, users simply login to their account, go to their profile, and locate options for editing the information.

Internet Protocol (IP) Addresses and Aggregated User Data

NACE collects IP addresses from all users of the site, and collects and monitors other data and information about the activities of users on the site collectively. This data is used only anonymously and in the aggregate.

Cookies

Cookies, which are small text files recorded in a user's hard drive, are employed by thousands of sites to enhance users' web viewing experience. Cookies cannot damage user files, nor can they read information from a user's hard drive. Cookies in and of themselves do not personally identify users, although they do identify a user's computer. Cookies allow sites to "remember" users across pages of a site and across multiple visits to a site. When users access NACELink, it will set a cookie while they are on the site. Once users log out of the site or close their browser window the cookies are deleted. Thus, NACELink will not be storing information as to the number of times that a user visited the site. It will be necessary for users to log in each time that they wish to access NACELink.

Security

NACE takes precautions to protect the user's information. When users submit sensitive information via the Web Site, the information is protected both online and off-line. In addition, the job seeker and employer data is password protected, so only the user can access this information. All personally identifiable information collected by NACE is stored in limited-access servers. NACELink has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, and alteration of the information under NACE's control. This site uses secure servers to protect from loss, misuse, and alteration of the information under its control.

Administration of the Service and Appropriate Use

Students and alumni use UICcareers to post resumes and to review and apply for job opportunities. All students and alumni who use UICcareers must agree electronically or in writing to the Student/Alumni User Agreement and will be held accountable for actions that violate that agreement.

Employers use UICcareers to post employment opportunities and to search the central resume database directly on UICcareers. All employers who use UICcareers must agree electronically to the Employer User Agreement and will be held accountable for actions that violate that agreement.

By using this service, all users agree to maintain the confidentiality of their username and password, and to represent themselves and/or their organization honestly, accurately, and professionally. Participating career, internship, and employment offices reserve the right to terminate any user account in the event of a violation of User Agreement.

Users are encouraged to report violations of this Terms of Use policy to the appropriate career, internship, and employment offices:

Office	Phone Number	Campus Location
UIC Office of Career Services	312-996-2300	Student Services Building, Room 3050
UIC Business Career Center	312-996-2700	University Hall, Room 1118
UIC Liataud Graduate School of Business	312-996-4573	Rice Building, Room 220
UIC Engineering Career Center	312-996-2238	Science & Engineering Offices, Room 818
UIC Student Employment Office	312-996-3130	Student Services Building, Room 3050
UIC LAS Internship Office	312-996-0425	University Hall, Room 350

By using UICcareers, it is assumed that each user understands and agrees to follow these policies, regardless of whether he/she has read them.