

Hire A Bearcat/NACElink Privacy and Use-of-Data Policy

Hire A Bearcat is a web-based, job search tool for Northwest Missouri State University (Northwest) students and alumni. NACElink is the national software program and database that supports *Hire A Bearcat*. In addition to the participating colleges and universities, the NACElink Network is the result of an alliance among the National Association of Colleges and Employers and Symplicity Corporation. NACElink 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.

Employers use NACElink to post internship/employment opportunities and search for eligible candidates. Northwest Missouri State University uses NACElink to provide a web based system for job/internship posting, resume storage, candidate registration, and on-campus interview scheduling for students, alumni, and employers who recruit through Northwest.

When logged into *Hire A Bearcat*, users are on the NACElink website, owned and operated by the National Association of Colleges and Employers (NACE). NACE and Northwest are committed to maintaining the privacy of personal information of the candidates and employers who use NACElink.

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

- Visit http://www.symplicity.com/privacy_policy/ to review the privacy policy.

Candidate Information Collected

Hire A Bearcat/NACElink collects the following user information from registered candidates.

- Contact information, including title (Ms., Mrs., Mr.), name, address, city, state, ZIP code, country, phone number, personal website URL, email address, and email type (text or HTML).
- Educational information including degree(s) from Northwest, major(s), graduation month and year, cumulative GPA, major GPA, degree(s) from other institution(s), future educational plans, name of future university, and languages.
- Employment/internship preferences including date available for work, acceptable travel, willingness to relocate, job-search status, preferred work type, preferred job function and industry, work experience, and preferred geographic locations and country.

Northwest provides a link from the Career Services website to NACElink. Students and alumni access NACElink directly from this link and create a personal password at the time of registration. Students and alumni input their data directly into the NACElink system. NACE and DirectEmployers have access to personal information only for the purpose of providing customer service, trouble shooting and technical services.

Use of Personally Identifiable Candidate Information by Northwest Missouri State University

Through *Hire A Bearcat*/NACElink, students and alumni can view and apply for jobs/internships, post resumes and schedule on-campus interviews. The information in a candidate's profile is used by Career Services for job/internship search advising, promoting programs and services, and notifying candidates of employment opportunities. Personally identifiable information is not released to third parties.

Northwest may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communications. By entering data into the *Hire A Bearcat*/NACElink system, 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.

Neither NACELink nor DirectEmployers can use or sell individual candidate data. Unlike commercial vendors, NACELink staff cannot look at individual data—only the Northwest Career Services staff can retrieve individual candidate data.

Students and alumni should contact Career Services if they have any concerns about the use of their information or if they want to view, correct or change their information.

Employer Access to Candidate Information

Employers using *Hire A Bearcat* have access to student and alumni resumes for recruiting, interviewing, and hiring purposes only when candidates have specifically sent the resume to the employer for consideration. Northwest does not provide open access to candidate resumes, information or data.

Employers can access candidate resumes in the global NACELink resume database when candidates have elected to participate in that service. Candidates may remove their resumes from that service at any time.

Candidates with questions about the privacy practices and policies of participating employers should contact those employers directly.

Employer Information Collected

Hire A Bearcat and NACELink collect the following user information from participating employers.

- Contact information including organization name, address, city, state, ZIP code, country, phone number, fax number, website URL, status (headquarters, branch, local office), description, industry, contact name(s), title (Ms., Mrs., Mr.), address, city, state, ZIP code, country, phone number, fax number, and email address.

In addition, NACE contracts with VeriSign to verify credit card numbers when employers pay to post global vacancies on the NACELink system. VeriSign may use credit card information only for this purpose.

Use of Employer Information by Northwest Missouri State University

Northwest Career Services uses the account profiles in *Hire A Bearcat*/NACELink to notify employers of both recruiting services and events and to market the university and its students. Employers may receive e-mails, e-newsletters, or hard-copy mailings from Career Services.

Corporate information for the organization including addresses, telephone numbers, and email addresses may be made available to candidates at Career Services' discretion and according to current program and recruiting needs.

Contact information for employers may be shared with approved Career Services partners to solicit support for Career Services programs and publications. Employers not wanting to be solicited in this fashion should contact Northwest Career Services.

Screening of Employment Opportunities

Jobs/internships posted on the NACELink system may or may not be reviewed before posting. Candidates are urged to thoroughly review all postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information, or bank account numbers to prospective employers.

Links to Other Sites

Hire A Bearcat/NACELink contains links to other websites, such as employer sites and job/internship seeker sites. These links are provided solely as a convenience to you and not as an endorsement by Northwest Career Services or NACE of the contents on such third-party websites. Northwest and NACE are not responsible for the content of linked third-party sites and do not make any representations about the content or accuracy of their materials. If you decide to access linked third-party websites, you do so at your own risk.

Privacy Policy Changes

Northwest Missouri State University Career Services and NACE may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way Northwest and NACE collect or use information or changes in privacy-related laws, regulations, or industry standards. Accordingly, Northwest and NACE reserve the right to change this privacy statement at any time by posting the revised policy on this site. Information will be handled according to the privacy statement in effect at the time the information is used.

Questions or Inquiries

If you have questions or concerns about this privacy policy or privacy issues relating to the site, contact the Northwest Career Services office, career@nwmissouri.edu.