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Overview – The Office of Career Services at Azusa Pacific University is committed to maintaining the privacy of personal information collected primarily through APU CAREER NETWORK. Terms and conditions surrounding the capture and use of information will be herein described including what is collected, how it is used, and how users can make changes, among other policies that pertain to Use.

APU CAREER NETWORK is a proprietary name of a service managed by the Office of Career Services at Azusa Pacific University (APU). APU CAREER NETWORK is a software licensing partnership between APU Career Services, Symplicity Corporation’s Career Services Manager (CSM) and NACELink. Symplicity’s CSM bundled with NACELink, deployed at more than 800 institutions, is a one-stop integrated solution for enterprise wide management of job postings, internship postings, resume services, on-campus interviewing, employers, students, alumni, calendaring, communications, customer relationships, and more.

Personal information collected and maintained by the APU Career Services is used in the provision of services to our clients, as well as to inform them of services and programs that may be of interest. As such, this collected information is accessible only to APU Career Services staff. The personal information we collect may also be used to construct aggregate reports that assist us in program planning and for statistical reports. Any personal information collected from clients in the provisions of services is shared with parties outside of APU Career Services only in aggregate form.

APU Career Services’ collection and access to students’ personal information is governed by federal policy under the Federal Family Educational Rights and Privacy (FERPA), as well as Azusa Pacific University privacy policies.

Information collected on APU CAREER NETWORK or through the APU Career Services website will not be sold, transmitted, or disclosed to any other organization. Azusa Pacific University is not liable, however, for confidentiality breach that is beyond their reasonable control.

Non-Refundable Fees - Employer/Recruiter/Students/Alumni - Fees, costs, registration fees

The Office of Career Services at Azusa Pacific University hosts various fairs, events, and other activities deemed necessary for student career development, as well as opportunities for employers to attend on-campus events for the purposes of recruiting our students and alums for various positions, as well as welcoming employers to make our students and alums aware of their organizations. For both students and employer/recruiters there may be registration fees. These various fees are **non-refundable**,

required before participation in said event or activity, and will be due and payable upon registration for said career services event or activity. Our policy states that these fees are **non-refundable** once a registration form is filled out, completed, and electronically submitted. Even if the employer/recruiter or student/alum is not able to attend the event, the registration fee is **non-refundable**.

Web Site Usage - APU CAREER NETWORK job listings, resume services, on-campus recruiting, and career fair registration services are provided in partnership with the NACELink Network, a national recruiting network. NACELink is an alliance of the National Association of Colleges and Employers(NACE), a non-profit professional organization for career centers and employers, the Direct Employers Association, a nonprofit association of national employers, and Symplicity, a state-of the art technology provider of web-based tools and software solutions. Please note and remember that when you visit these other websites, even the affiliated and co-branded sites, the sites' own privacy policies apply.

With using NACELink, students' profile data and resumes reside on NACELink Network servers, and policies governing this data are covered in the NACELink Privacy Policy:

http://www2.nacelink.com/nl_privacy_policy.php

Student and employer information from our website may be used to construct aggregate reports that assist APU Career Services in program planning for statistical reports or to inform clients of services and programs that may be of interest. This information may also be used to troubleshoot technical problems.

Though every effort is made to review every job posting on our website, via the APU Career Network, as well as the affiliated and co-branded sites, some positions may not be reviewed before posting. Clients, job seekers, and others are urged to validate job postings and use caution and common sense when applying. APU Career Services strongly advises students to not disclose social security numbers, credit card information or bank account numbers to unknown employers. APU and the Office of Career Services cannot be held responsible and/or liable for any damages, real or imagined, past, present, or future, from the information contained in or requested by the job postings.

Data Collection –

How does APU Career Services use information collected?

-To enable employers to use various tools, features, and functionality of the APU CAREER NETWORK system, such as posting jobs, scheduling interviews, and searching resumes. APU Career Services staff will, to the best of their ability, approve only bona fide employers to be granted access to APU CAREER NETWORK.

- To enable APU students/alumni to use various tools, features, and functions of the APU CAREER NETWORK system, such as searching job postings, uploading resumes, and setting job search agents.

- To communicate with users regarding use of APU CAREER NETWORK, site changes, or information about events/activities promoted by Career Services.

Job Seekers and Student/Alumni Use –

APU CAREER NETWORK receives and collects personal identifiable information from users, (name, contact information, demographic information, academic history, etc.) after they register for services and upload resumes, cover letters, and other documents. APU CAREER NETWORK jobseeker access is limited to the exclusive use of APU students, alumni, faculty and staff. APU Career Services reserves the right to modify or delete any user profile or any other documents contained in APU CAREER NETWORK for any reason.

APU Career Services staff may access a job seeker's personal information to send e-mail using communication tools on the site, publish resumes in the school's resume book(s), and send resumes to employers on behalf of the students/alumni.

Employers using APU CAREER NETWORK have access to job seekers' resumes and personal information when jobseekers' accounts designate this information as public. APU is not responsible for what employers do with the personal information that is available or accessible on this site.

Job seekers may remove resumes from APU CAREER NETWORK at any time. However, employers who previously accessed the database or obtained a copy of a resume may have retained a resume copy in their own files or databases. APU Career Services is not responsible for the retention, use or privacy practices of any employer or recruiter.

While APU Career Services endeavors to restrict access to this database to eligible employers, we cannot guarantee that objectionable parties will not gain access to the database. APU Career Services reserves the right to modify or delete any employer profile or job listing from APU CAREER NETWORK for any reason.

Resumes -

Because APU Career Services offers job search assistance, we give you the opportunity to create a resume and store it on our system. When you store your resume on our system, you can choose one of the following options:

- You can store your resume on our database, but not allow it to be searchable by employers or recruiters. If you choose this option, your resume will not be available to employers unless you ask us to provide it.
- You can allow your resume, including your name and contact information, to be searchable and viewable by employers or recruiters.

IF YOU ELECT TO MAKE YOUR RESUME VIEWABLE BY EMPLOYERS (OPTION 2), ALL INFORMATION (INCLUDING PERSONALLY IDENTIFIABLE INFORMATION) THAT YOU INCLUDE IN YOUR RESUME MAY BE VIEWED BY RECRUITERS AND EMPLOYERS. YOU SHOULD NOT ENTER ANY INFORMATION IN THE BODY OF YOUR RESUME THAT YOU WISH TO REMAIN CONFIDENTIAL.

Though every effort is made to review every job posting on our website, via the APU CAREER NETWORK, as well as the affiliated and co-branded sites, some positions may or may not be reviewed before posting. Once you send your contact and other information to an employer or recruiter or once your resume is accessed from our searchable database, APU Career Services is not responsible for the retention, use or privacy practices of that employer or recruiter.

You may remove your resume from our searchable database at any time. However, third parties who accessed the database or obtained a copy of your resume may have retained a copy of your resume in their own files or databases. APU Career Services is not responsible for the retention, use or privacy of resumes in these instances.

Links to Other Websites –

APU Career Services publicizes content or services from other web sites linked on the website of APU Office of Career Services and/or via APU CAREER NETWORK. We also offer a collection of services, such as career planning tools, networking databases, and other services that are provided by third parties through links located on our website. Some of these third-party sites are co-branded and have the APU Career Services logo. Please remember that when you visit these other web sites, even the affiliated and co-branded sites, and the sites' own privacy policies apply. To read the privacy policies for some of the APU Career Services' other sites, see the links below this policy.

UNLESS OTHERWISE NOTED, RESPONSIBILITY FOR THE CONTENT, ACCURACY OF INFORMATION, CHANGES AND UPDATES, QUALITY, SAFETY OR SUITABILITY OF ANY INFORMATION FOUND AT LINKED SITES RESIDES SOLELY WITH THE SITES. APU CAREER SERVICES PROVIDES THESE LINKS AS A CONVENIENCE AND THE INCLUSION OF ANY LINK DOES NOT IMPLY ENDORSEMENT OF THE SITE, OR ANY ASSOCIATION WITH ITS OPERATORS.

Solicitation –

Solicitation to APU students is generally prohibited. The APU Office of Communiversality will approve the posting of signs and is governed by the Rules and Guidelines found at - http://www.apu.edu/communiversity/pdfs/sign_posting.pdf

APU Career Services sponsors certain events that allow employers and other organizations to display to and talk with students about jobs, internships, ministries, and volunteer-type positions. APU Career Services retains the right to prohibit any person-to-person solicitation on campus as a means of business except as a part of university wide events. Other issues of solicitation may be governed by other APU Student Life offices and may add or supersede any of the above policies.

Employers –

APU Career Services collects information from employers utilizing the sites including contact information, unique identifiers (such as usernames and passwords to APU CAREER NETWORK), possibly financial information (such as credit card numbers), and demographic information (such as location,

type of organization, size of organization). Financial information collected will only be used to bill an organization for fees associated with a requested service such as a job fair. All fees will be explicit.

As APU is a private Christian university, APU Career Services rejects promotion of organizations associated with alcohol, tobacco, addictive substances, sexually provocative representation, or anything that runs counter to APU's Lifestyle and Conduct policy: <http://www.apu.edu/studentlifeoffice/policies/>

It is forbidden for any person, department, or organization to obtain APU CAREER NETWORK user contact information for the purpose of soliciting funds or soliciting material goods from APU CAREER NETWORK users. It is also forbidden that any perspective employers contact APU CAREER NETWORK users about anything except real job or internship opportunities. These activities are strictly prohibited and violation can result in legal prosecution.

APU Career Services reserves the right to modify or delete any employer profile or job listing from APU CAREER NETWORK for any reason.

Employer Recruiting Guidelines -

http://www.apu.edu/careerservices/pdfs/apu_recruiting_guidelines.pdf

Azusa Pacific University welcomes employers and offers them the opportunity to recruit on campus, post jobs and internships, conduct information sessions, and participate in APU Career Services recruiting events if the company/organization represented understands and abides with the following guidelines.

Noncompliance with State and Federal Laws and APU Education Goals

APU Reserves the right to refuse usage of the Office of Career Services facilities and services to any employer or organization not in compliance with state and federal law pertaining to Equal Employment Opportunity. Equal Employment Opportunity extends to all aspects of the employment relationship including hiring, recruiting, interviewing, selection, transfer, promotion, training, working conditions, compensation, benefits, and other terms and conditions of employment.

In addition, APU maintains the right to refuse usage of its Career Services' facilities and services to any employer or organization whose policies or goals are determined to be in conflict with the ideals, principles, and practices of the University as a Christian institution of higher learning. Job listings ineligible for posting on APU's job database called APU CAREER NETWORK include the following:

- Job listings for positions that promote alcohol or tobacco use, or gambling;
- Job listings for positions that promote pornography or display of sexually suggestive material;
- Job listings for positions that promote sexual activity outside the context of a marriage covenant between a man and a woman;
- Job listings that risk placing applicants in an immoral, unethical, or potentially dangerous situation;
- Job listings that refer to an applicant's native language or language background;

- Job listings that contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or
- Any other job listings the University deems to be inconsistent with the University's ideals, principles, and traditions.

APU assumes no responsibility or liability for an employer's hiring practices, workplace facilities, or employment conditions. In using APU's Career Services' facilities and services, employers agree not to hold APU responsible for any claims, damages, or losses incurred by the applicant, employer, or any other party as a result of the employer's use of APU's Career Services' facilities and services.

Third Party Employment Agencies

Representatives may recruit or post opportunities through APU Career Services under the following conditions:

- No fee is charged to the student or applicant.
- The name of the hiring company is released to APU Career Services staff (only) and is approved by the staff.
- The hiring company is an Equal Opportunity Employer.

Fees to Students

APU will not grant campus recruiting privileges or online recruiting access to organizations which charge a fee (e.g., certification or licensing fee, equipment purchase, initial investment in the company, etc.) to students or applicants.

Student Confidentiality

Recruiters will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations. APU Career Services will also protect the confidentiality of students and will not release student resumes or information to employers without the student's consent.

Other Policies

The final approval for organizations to utilize Career Services' resources and/or to recruit APU students is dependent upon the authorization of the director of Career Service and the associate dean of students. APU Career Services expects employers to abide by NACE's Principles for Professional.

Network Marketing –

APU Career Services does not work with network marketing organizations, nor approve of their recruitment on APU's campus, nor approve their job announcements on APU CAREER NETWORK. Network marketing is a marketing strategy in which the sales force is compensated not only for sales

they personally generate, but also for the sales of others they recruit, creating a down line of distributors and a hierarchy of multiple levels of compensation. Other terms for Network Marketing include multi-level marketing (MLM), pyramid selling, and referral marketing. We reserve the right to prevent any organization from recruiting at APU based on the aforementioned criteria or if an organization is listed on the following company list: [MLM Company List – Wikipedia](#). The rationale for this stance is to maintain a comfortable working environment for APU staff, faculty, students and Alumni where nobody feels pressured to participate in external business programs.

Income Information/Salary/Commission Sales –

APU Career Services requires that all job postings on APU CAREER NETWORK must define the salary compensation clearly. If your position is compensated solely by commission, APU Career Services requires a clearly stated, realistic expectation of the range of anticipated income for new incoming recruits in their first year. APU Career Services also requires that any training or licensing fees be clearly stated and training expectations and procedures are stated within the job description. Please also state if the position provides a draw, or other financial aids to help with the first few months/years at your company. All salary compensation must show a range of salary, may be defined as “commission based,” but must indicate more than “DOE” (depends on experience). A range of salary must be shown for all APU CAREER NETWORK users to see.

Third Party Recruiters –

APU Career Services allows third party recruiters to post positions on APU CAREER NETWORK. However, in order for us to approve this job posting, and to help ensure the employment opportunity is aligned and within our Employer Recruiting Guidelines, third party recruiters are asked to provide the client information for each position for which they are recruiting. This information will be kept confidential and only available to APU Career Services staff. Students, alums, and other users will be unable to see the prospective employer’s information unless the recruiter desires to disclose their information.

Information needed includes: Company Name, Company Address, Company Phone, and Company Contact Email.

Cookies –

When users access APU CAREER NETWORK, 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.

Security –

APU Career Services has a licensing agreement with Symplicity and NACELink in order to provide state-of-the-art services to the APU community and external parties. Many provisions contained in this Statement are based factors under the control of Symplicity and NACELink. While APU believes that Symplicity and NACELink provide a valuable service to the APU community and external parties, APU cannot guarantee, nor does it otherwise accept responsibility for any portion of this Statement that

depends upon Symplicity's or NACELink's representations and their compliance with those representations.

Policy Revisions –

All registered users are bound to the terms of the latest revision of the Policy. APU Career Services may modify this privacy policy at any time. If we make substantial changes, we will notify you by posting a prominent announcement on our pages. You should also check this page from time to time to ensure that you are aware of the most recent version of the policy. Your continued use of the site after our posting of any modifications to the policies will indicate your acceptance of the new or modified terms. Last revision: May 31, 2012.

Comments and Questions –

If you have any questions, comments or concerns about our Privacy Policy, you may contact us by email at career@apu.edu or by regular mail at: APU Career Services, Azusa Pacific University, 901 East Alosta Avenue, PO Box 7000, Azusa, CA 91702-7000.

More Information:

Federal Family Educational Rights and Privacy Act (FERPA)
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Azusa Pacific University privacy policies <http://www.apu.edu/about/site/privacy/full/>

NACELink Network, <http://www2nacelink.com>

Symplicity, <http://www.symplicity.com/>

NACELink Privacy Policy, http://www2.nacelink.com/nl_privacy_policy.php