

## **Employer Terms & Conditions**

<http://www.mnsu.edu/cdc/employers/postingjobs/terms.html>

Employers who request Career Development Center (CDC) services must have a mission consistent with Minnesota State University, Mankato. The CDC subscribes to and endorses the Principles of Professional Conduct for Career Services and Employment Professionals as published by the National Association of College and Employers (NACE). These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. The full text of these principles is available at <http://www.naceweb.org/principles/annotated.htm> .

In addition to abiding by NACE standards, all employers/individuals must also conform to the Minnesota State Colleges & Universities policies regarding Nondiscrimination in Employment and Education Opportunity available at <http://www.mnscu.edu/board/policy/1b01.html> and all applicable Equal Opportunity Laws.

By logging on to mavjobs.com the employer agrees to the terms and conditions set forth by Minnesota State University, Mankato for the use of this online recruiting system. Failure to abide by these terms and conditions may result in discontinuation of access to mavjobs.com. Other reasons for discontinuation of access include, but are not limited to, invalid employer e-mail addresses, inappropriate messaging, and/or other items deemed inappropriate by the Career Development Center Director or the appropriate designee.

The Career Development Center will regularly update and enhance mavjobs.com and may, from time to time, revise the Employer Terms and Conditions. Use of mavjobs.com is governed by the Employer Terms and Conditions posted at the time of use.

### **Employer Options**

Employers using mavjobs.com can request and be approved for various services. Services are defined below.

#### *Job Posting*

This service allows employers to post job and internship positions. There is no charge for activation or use. Students may apply online or apply directly to the employer for these positions. A username and password are provided to the employer contact.

#### *Resume Book*

**IMPORTANT!** Employers desiring Resume Book access must meet the following criteria:

- Must have an “employer-employee” relationship in which compensation packages are NOT commission only.
- Must NOT require prospective employees to purchase a franchise or products or services upfront, and there are no other fees associated with becoming an

- intern or employee of the organization. (Exception: This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.)
- Must not be structured as an “independent contractor” relationship whereby an individual is engaged in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
  - The jobs being posted are entry level/experienced and degree required, part-time/seasonal or internship positions. Job postings must include a complete description of the type of work.

Note: Third Party Agencies (temporary agencies, temp-to-hire agencies, search firms, etc.) are not eligible for candidate resume search privileges through mavjobs.com. In addition, such employers may only recruit on-campus through the CDC’s on-campus recruiting program at the professional discretion of the CDC Director or the appropriate designee.

**IMPORTANT NOTE:** Employers not meeting the above criteria may make opportunities available to students through “Job Listing” access, which is described below. In addition or as an alternative, these employers may contact the Minnesota State Mankato Centennial Student Union (CSU) regarding on-campus space rental: <http://www.csuevents.mnsu.edu/expressrequest/>.

#### *Job Listing Access*

This level of access is available to employers wishing to list jobs or internships and individuals looking for a service to be provided. This level of service does not include access to student resumes. Employers desiring this level of access are encouraged to review the NACE “Principles for Professional Conduct for Career Services and Employment Professionals” at <http://www.nacweb.org/principles/annotated.htm>.

To request this level of access, register by clicking on the “Employer” link at mavjobs.com.

**IMPORTANT NOTE:** No access will be granted to post jobs that put applicants in compromising positions such as adult entertainment, escort services, presentation modeling or similar activities; positions where applicants would be paid per item to complete surveys, click on internet links, or post personal web content; or positions that directly compete with the services of the Career Development Center or mavjobs.com.

#### **Results**

Results of resume searches and interview schedules are not guaranteed. Results may vary depending on several factors, including student participation.

#### **Student Data**

Student information accessed by employers is to be used solely by that employer and must not be sold or otherwise distributed to any entity other than the specific employer who has access to mavjobs.

### **Employer/Job Information**

Employers must provide complete contact information when registering for mavjobs.com or your registration will be rejected. Employers are responsible for the accuracy and completeness of employer information, contact name and address, as well as all information in job descriptions. A valid e-mail address is mandatory to communicate directly with the employer contact(s). All job postings must include a complete description of the type of work.

In the event that applicants miss the mavjobs.com system deadlines for application and/or interview sign-up, the applicant will be advised to contact the employer directly. The employer and applicant will determine interview status and time of interview. The employer will then contact the CDC Recruitment Coordinator in order to have that specific interview time slot reserved.

The Director of the Career Development Center or the appropriate designee's interpretation and implementation of the "Employer Terms and Conditions" is final. Any exception to these terms and conditions must be negotiated between the CDC Director or the appropriate designee and the employer representative.

The CDC staff will investigate complaints by students about employers or jobs posted on the mavjobs.com system. If the staff determines that a complaint is justified, the Center may choose to deny employer services to the employer involved. The CDC will notify the employer in writing should a situation result in this type of decision. The Career Development Center Director or the appropriate designee's interpretation and implementation of these policies are final.

### **Username and Password**

The employer contact person is responsible for the distribution and use of his/her mavjobs.com username and password, as well as its use and misuse. Any user found to be using mavjobs.com inappropriately or inconsistent with the University and CDC guidelines will have their access to mavjobs.com revoked.

### **On-Campus Recruiting**

On-campus recruiting is open to employers who are eligible for Resume Book access and are filling degree-required jobs and/or internships. This exclusive access allows the employer to access the following services:

- Username and password to access mavjobs.com (list jobs and internships, search resumes, prescreen applications, request online schedules, and receive application materials online)
- Advertisement of job listings for on-campus interviewing (jobs are listed on the web site and publicized on campus via e-mails, posters, etc.)

- On-campus interview scheduling (use of interview rooms in CDC. Note: Twice per semester maximum may be applied.)
- Set-up and room use for on-campus information sessions
- Free parking when on campus for interview and information sessions
- Courtesy lunch with CDC staff and/or departmental faculty when on campus for interview sessions
- Notification of upcoming career/job fairs and other recruitment opportunities on campus