

## **Student & Alumni Terms & Conditions**

By logging into mavjobs.com, the registrant agrees to the Terms and Conditions set forth by the Minnesota State University, Mankato Career Development Center. Failure to abide by these Terms and Conditions may result in discontinuation of services and/or access to mavjobs.com. The Career Development Center will regularly update and enhance mavjobs.com and may, from time to time, revise the Registrant Terms and Conditions. Use of mavjobs.com is governed by the Registrant Terms and Conditions posted at the time of use.

### **Registration**

Only Minnesota State University, Mankato currently enrolled students and alumni/nae are eligible to access mavjobs.com . Enrolled students are automatically assigned a mavjobs.com login ID and password. Alumni may request one at [www.mavjobs.com](http://www.mavjobs.com).

Currently enrolled Minnesota State University, Mankato students will have an active mavjobs.com account for one year following graduation from Minnesota State, Mankato. In order to maintain the integrity of the candidate data in the mavjobs system, all alumni will be contacted yearly to continue access.

All student/alumni users will have full system access which allows the registrant the ability to see posted jobs; research employers; utilize the apply online option; upload and publish resumes into the mavjobs.com system for employer searches; and participate in on-campus recruiting activities and career and job fair events.

### **Username and Password**

One mavjobs.com account will be issued per registrant. Each registrant is responsible for the security and use of their mavjobs.com username and password, as well as its use and misuse. Registrants may only enter and upload their own personal data. Account access and mavjobs.com information is for the exclusive use of Minnesota State Mankato students and alumni.

### **Individual Appointments**

- The Career Development Center (CDC) will keep all of your personal information private. If you would like the CDC to share information with others, you must sign a written release. An exception to this privacy can be made due to health and/or safety considerations necessitating emergency disclosure of such information.
- The CDC is a member of the National Association of Colleges and Employers (NACE) and follows the Principles for Professional Conduct for Career Services and Employment Professionals. This document can be found at <http://www.nacweb.org> or upon request at the MSU Career Development

Center. The Career Development Center also complies with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and the [Minnesota Government Data Practices Act \(MCSPA\)](#).

- CDC staff members are committed to treat all clients with respect, regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership or activity in a local commission as defined by law. CDC staff members demonstrate this respect and fair treatment by keeping appointments, by making every effort to notify you if a change in time is necessary, and by giving you their complete attention and avoiding interruptions during sessions.
- Arrive on time for your appointment. Clients who arrive over 15 minutes late for an appointment will be asked to reschedule.
- If you need to cancel, please give the office at least 24 hours notice.
- Keep your appointments. If you miss 2 appointments and do not call the CDC 24 hours in advance, CDC privileges (including appointments and use of [mavjobs.com](#)) will be revoked until the student meets with the CDC director. Reinstatement of services after more than 2 missed appointments is at the discretion of the CDC director.

Work with your career counselor to set goals for your career development. Be prepared to spend time and effort to achieve your career development goals. CDC staff can best assist clients if clients are committed to their career planning goals.

## **Results**

Results of employer resume searches and interview schedules are not guaranteed. Results may vary depending on factors such as employer participation and candidate skills.

## **Registrant data**

Registrants' 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.com. Employers that have permission to use mavjobs.com will not be able to view student profile information. They can only view resumes, cover letters, and other uploaded documents in the system.

## **Additional Candidate Information**

Registrants are responsible for the accuracy and completeness of their information and uploaded documents and publication to resume books.

Registrants desiring to participate in on-campus recruitment are expected to be committed to follow through the entire process. This includes signing up for interviews or declining the invitation if preselected by an employer; participating in information sessions that may be held the evening prior to interviews; and showing up for your scheduled interviews. Registrants are also encouraged to sign up to attend employer information sessions to help an employer anticipate their audience and to make sure the CDC has reserved adequate facilities for these events.

Registrants who do not show up (“no show”) for or cancel scheduled on-campus interviews less than 24 hours or one business day prior to an interview are strongly encouraged to send a letter of apology to the recruiter. Although you may not be interested in employment with this particular organization, recruiters often times interact with recruiters at other organizations and you do not want to be the topic of conversation in a negative way! Note: documentation of your missed interview will be made on your CDC record.

Registrants who “no show” a second time will have their on-campus recruiting privileges revoked. In addition, a notation will be made on your CDC records. Appeals may be made through a scheduled individual appointment with the Career Development Center Director. You may schedule an appointment by calling (507)389-6061.

Revocation of on-campus recruiting privileges will prevent you from applying for future **mavjobs.com** OCR positions and will result in the withdrawal of all applications and interview sign-ups for currently listed OCR positions.

Questions about the use of mavjobs.com will be answered in person and via e-mail and telephone during regular CDC office hours (Academic year: 8am-4:30pm; Summer: 7:30am-4pm). Please allow a turn-around time of 2 business days for your response. In addition to phone and email help, students and alumni can access online help on mavjobs.com by clicking the “?” on certain pages. There is also a link to the Student User Guide at the bottom of each page while you logged on to mavjobs.com.

Registrants must adhere to the set deadline dates of the mavjobs.com system. If deadline dates are missed or must be altered, the registrant must contact the employer directly.

All current students must use their official Minnesota State Mankato email for the mavjobs system. New graduates and alumni must indicate a non-MSU email address. Registrants found to have obsolete e-mail addresses will be inactivated.

All registrants are expected to read and adhere to Minnesota State University, Mankato’s [equal opportunity and affirmative action standards](#). Failure to do so may

result in the termination of access to Career Development Center services. In addition, all student/alumni users should review and adhere to the [“Playing Fair: Your Rights & Responsibilities as a Job Seeker”](#) of the National Association of Colleges & Employers.

Employers who request Minnesota State, Mankato Career Development Center services must have a mission consistent with Minnesota State University, Mankato. Minnesota State University 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). Employers who use the services of the Career Development Center agree to these principles. 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](#).

By clicking “Include in Resume Books” in the privacy tab of [mavjobs.com](#), candidates are providing their information to a network of approved employers who have been given access to mavjobs.com by the Minnesota State University, Mankato Career Development Center.

Career Development staff periodically send targeted email notifications to users regarding available jobs/internships, career and job search events, and other CDC programs and services. Users choosing to “opt out” of receiving these emails may have restricted access to Career Development Center services including individual appointments and event participation. To “opt out” contact the Career Development Center directly at (507)389-6061 or [mavjobs@mnsu.edu](mailto:mavjobs@mnsu.edu)

Minnesota State University and the Career Development Center will not sell or provide marketing lists of mavjobs.com registrants to outside entities.

Data contained on [mavjobs.com](#) may be collected and used for institutional research purposes, with confidential identifying information being omitted from any such report.

Registrants must follow the requirements stated in mavjobs.com to acquire an appointment or interview time with an on-campus recruiter. It is necessary to plan ahead; last-minute attempts to contact the employer while they are on campus will not be allowed.

All Career Development Center staff members (including student staff) have access to information contained in mavjobs.com.

The Career Development Center staff reserves the right to discontinue service to registrants if any misuse of the system or misrepresentation of the individual is discovered.

### **Notice to students**

Minnesota State University, Mankato makes no representations or guarantees about positions listed on mavjobs.com. Minnesota State, Mankato is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. It is the responsibility of the individuals to research the integrity of the organizations to which they are applying. The individual is advised to use caution and common sense when applying for any position with an organization or a private party. You should not go alone to a residential address to apply for a job. Do not put yourself in a vulnerable position. Even the best job opportunity is not worth jeopardizing your personal safety. For further information please see “[Employer Policies & Recruiting Guidelines](#)” and “[Ethics and Employers](#)”.

Registrants can access the mavjobs.com privacy policy on the [CDC's website](#) or at the bottom of each page while logged on to mavjobs.com.

The Career Development Center Director's or the appropriate designee's interpretation and implementation of the "Registrant Terms and Conditions" is final.

This document is available in alternative format to individuals with disabilities by calling the Career Development Center at 507-389-6061 (V) or (800) 627-3529 (MRS/TTY). Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.