OwlLink Privacy Policy and Participation Agreement

The Career Services Center at Kennesaw State University is proud to offer OwlLink, a web-based system for employers to post full–time, internship, co–op and part–time job opportunities for current KSU Students and Alumni. This system allows you to:

- Search for job postings based on criteria you select
- Become eligible for resume referrals and on–campus interviews
- Track your job search, including job listings to which you have applied
- Store up to 10 different resumes, cover letters, and other documents related to your job search
- Send your resume and other application materials to employers
- Receive announcements about upcoming recruiting events

Participation Agreement

Please Note: Students and Alumni registering and/or submitting their resume through our online job services system are agreeing to comply with all points of the Participation Agreement. Failure to adhere to any point of this agreement may result in the permanent removal of your privileges with The Career Services Center

You agree to:

Proper Usage
Recognize that access to the system is granted to you specifically. You agree not to share your password, and to log onto the system only as yourself. Protecting your password is your responsibility to guard against unauthorized use of services in your name; you are responsible for all actions occurring under your login ID.

Accurate Information
Certify that the information found in your resume is truthful and accurate.

Genuine Interest
Sign up for interviews and internships with only those employers for whom you are interested in working.

Professional Conduct
Notify the employer in a timely fashion of an acceptance or non–acceptance of an offer, accept an offer of employment in good faith, withdraw from the recruiting process after accepting an offer of employment, and discontinue pursuit of a position with other employers upon accepting an offer.

Exercise Caution
Acknowledge that while The Career Services Center makes every effort to allow only legitimate employers to post legitimate job openings in the system, it is not possible for our office to perform a complete check into every organization’s background or to take responsibility for the actions of employees of individual companies who list jobs with KSU. While the majority of job postings are screened by our office, you are advised to contact us if you have questions regarding the validity or legitimacy of the employer or position posted. It is up to you to use
reasonable caution when entering personal information on resumes. We share job information with students and alumni of Kennesaw State University from interested employers. In the unlikely event that a problem is encountered with a company listed through our office, please notify The Career Services Center promptly. You are also advised that jobs posted in the NACElink Network Experienced Candidates section are not screened by The Career Services Center.

Grant Access
Give permission to The Career Services Center to provide your job search materials to prospective employers, unless you otherwise note in the Privacy tab in the system.

Institutional Reporting
Recognize that The Career Services Center will need to utilize student information for the purposes of reporting to university officials. Employers will not have access to confidential information, and the university will only receive aggregate data.

Honor Commitments
Pledge to honor all interview commitments that you have scheduled with employers and keep appointments scheduled with The Career Services Center staff professionals.

Consequences for Non–Compliance
Accept that failure to adhere to any point in this agreement may result in the removal of your privileges with The Career Services Center.

Please also review and adhere to the Office Late Arrival & “No Show” Policy and the On–Campus Recruiting “No Show” Policy.

Career Services agrees to:

Provide Services
Offer services to assist you with your career decision making and job search activities.

Access of Information
Provide you with access to information on a range of career opportunities and types of employing organizations.

Non–Discrimination
Provide you with access to prospective employers without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and provide you with reasonable accommodations upon request.

Protect Confidentiality
Exercise sound judgment and fairness in maintaining your confidentiality.

Student Advocacy
Discuss EEO noncompliance and unethical behavior exhibited by an employer and take appropriate action when needed.
OwlLink is a service powered by NACElink, a division of the National Association of Colleges and Employers (NACE).

View NACElink’s User Agreement

Privacy Policy
The online job services system used by The Career Services Center at Kennesaw State University is part of the NACElink website, which is owned and operated by the National Association of Colleges and Employers (NACE). The Career Services Center and NACE are committed to maintaining the privacy of personal information provided by users of the system.

Employers use NACElink to post employment opportunities and search the central resume database directly on NACElink.com, through The Career Services Center’s website or NACE’s website (NACEWeb), where there is a direct link to NACElink.

NACE’s commitment to all users—schools, employers, students/alumni—is to maintain the confidentiality of all information collected on NACElink and NACE will not sell, transmit, or disclose, in any fashion, this information to any other organization. NACElink is the host server, storing and maintaining the data. NACE also has a partner, DirectEmployers Association, which will provide backup hosting services to NACE’s servers and is as committed to privacy as NACE. NACE and DirectEmployers Association have access to the data in aggregate form.

Employers
Employers that use NACElink directly through NACElink or through The Career Services Center will have access to user’s resumes and the personal information contained therein for recruiting, interviewing, and hiring purposes. Employers will also have access to limited information from user’s profiles only if the profile matches an employer’s search criteria. NACE and KSU are not responsible for what employers do with the personal information that is available or accessible on this site.

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

The Career Services Center and NACE will collect information from employers utilizing the site, such as contact information (phone numbers or e-mail addresses), unique identifiers (NACE membership, account numbers, or passwords to NACElink), and demographic information (location, type of organization, size of organization).

Updating and Internet Protocol (IP) Addresses
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.

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 anonymously and in the aggregate.

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 uses firewalls and 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.

Disclaimer
NACE and NACElink are not affiliated with Kennesaw State University and therefore, KSU cannot guarantee, nor does it otherwise accept responsibility for, any portion of this Statement that depends upon NACE’s representations and its compliance with those representations.

View NACElink’s Privacy Policy