GWork Terms of Use Policy for Employers

Overview

The George Washington University (GW) provides GWork as a tool to connect GW students and alumni to career and employment resources. GWork is part of NACElink, a national recruiting alliance that includes the National Association of Colleges and Employers (NACE), DirectEmployers Association, and Symplicity Corporation. Both GW and NACE are committed to maintaining the privacy of personal information of the GWork users. Since we collect certain types of information about our users, we want you to understand the terms and conditions surrounding the capture and use of that information. This Terms of Use Policy discloses what information we collect, how we use it, and how to correct and change it.

Employers use NACElink to post employment opportunities directly on NACElink.com, through GWork, DirectEmployers Association's web site, or through NACE's web site, NACEWeb, where there is a direct link to NACElink. GW is a NACElink multi-school environment—GWork is shared among the GW Center for Career Services, the F. David Fowler Career Center, Trachtenberg Career Development Services, and Career Services for the College of Professional Studies—and uses NACElink to provide a web-based system for job posting, resume data base, registration, and interview scheduling for its job seekers and for the employers who recruit on campus.

Students and alumni use NACElink though career services offices supporting GWork to post resumes and review job opportunities.

NACE's commitment to all users—schools, employers, and students and alumni—is that NACE will 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. NACE and DirectEmployers Association only have access to the data in aggregate form.

Employer Users

GW career services offices and NACE will collect information from employers utilizing GWork. This information includes contact information (such as phone numbers or e-mail addresses), unique identifiers (such as NACE membership, account numbers, or passwords to NACElink), financial information (such as a credit card numbers), and demographic information (such as location, type of organization, size of organization). The financial information collected will be used only to bill an
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organization for fees associated with multi-school listings, other NACElink services or GW events. Credit card information will be deleted as soon as the transaction is completed and will not be stored on NACE's or DirectEmployers' servers. Employers will need to re-enter that information each time a new financial transaction is conducted. NACE will receive and collect job postings (including job descriptions, employment qualifiers, and salary information) and interview schedules posted either directly through NACElink, the DirectEmployers Association web site, or the GW career services web site. NACElink’s general privacy policy may be found here: http://www.nacelink.com/nl_privacy_policy.php.

Acceptable Use by Employers, Third Party Recruiters and Temporary Agencies

Please note the following language taken from NACElink’s policy page that governs your use of GWork. The policy in its entirety may be found here: http://www.nacelink.com/nl_useragreement.php.

NACE hereby grants you a limited, terminable, nonexclusive right to access and use GWork only for your internal business use seeking candidates for employment and scheduling interviews. This authorizes you to view and download a single copy of the material on GWork solely for your personal use directly related to using the site for the purpose of recruiting candidates. NACE reserves the right to suspend or terminate your access and use at any time for any reason, including but not limited to if NACE makes a determination that you are in breach of any of the following terms and conditions:

Terms and Conditions:

1. Your job posting or e-mail communication may not contain:
   - copyrighted material (unless you own the copyright or have the owner's permission to post the copyrighted material);
   - trade secrets (unless you own them or have the owner's permission to post them);
   - material that infringes on or misappropriates any other intellectual property rights, or violates the privacy or publicity rights of others;
   - anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful, or;
   - anything that is embarrassing or offensive to another person or entity.

2. You may not use your job postings or e-mail to:
   - post false, inaccurate, or misleading information;
   - post advertisements or solicitations of business (including, but not limited to, multi-level marketing [MLM] positions, e-mail processors, project 21, franchises, "club memberships," distributorships);
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- post advertisements or solicitations for employment in the pornography industry;
- post chain letters or pyramid schemes, or;
- post opinions or notices, commercial or otherwise.

3. Your job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and requirements of the job opportunity. Job postings or e-mails that encourage the user to "e-mail for more details" are not permitted.

4. Job postings must be actual, current, individual openings for internships, cooperative education assignments, and/or traditional, W-2 or 1099 employees.

5. Third-party recruiters and temporary agencies may not use, take, download, or in any other manner obtain the employer job postings in order to populate their own organization's data base of job openings. This means you may not sell, transfer, or in any other manner provide access to job postings to any person or entity outside of your organization, other than to provide information on a perspective job candidate to a client organization that has an actual job opening or has a need for a temporary worker.

6. Employers, third-party recruiters, and temporary agencies are required to abide by the NACE Principles for Professional Practice in their recruiting, selection, and hiring practices associated with use of NACElink.

7. Individual Career Services Manager and Career Services Manager Multi-Environment Career Center have the option to review and accept or reject individual positions targeted to their students.

Oversight

GW abides by the professional principles set forth by NACE and expect employer who use our services to adhere to EEO guidelines. The University permits third-party recruiters to post jobs as long as no fee is charged to GW student and alumni job seekers, and job information is not kept confidential, but shared with career services staff.

Technical Issues

Updating Account Information

NACElink allows you to change or correct your personal information at any time. To do so, simply login to your account, go to your profile, and you will find options for editing the information.
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Internet Protocol (IP) Addresses and Aggregated User Data

NACE collects IP addresses from all users of GWork, and collects and monitors other data and information about the activities of our users on our site collectively. We only use such data anonymously and in the aggregate.

Cookies

Cookies, which are small text files recorded in a user's hard drive, are employed by thousands of sites to enhance users' web viewing experience. Cookies cannot damage user files, nor can they read information from a user's hard drive. Cookies in and of themselves do not personally identify users, although they do identify a user's computer. Cookies allow sites to "remember" users across pages of a site and across multiple visits to a site. However, when you use NACElink, it will set a cookie while you are on the site. Once you log out of the site or close your browser window the cookies are deleted. Thus, NACElink will not be storing information as to the number of times that you used the site and you will have to log in each time that you use NACElink.

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. When students/alumni submit resumes or information about their academic record that information is encrypted and protected.

In addition, user data is password protected, so only you can access this information. All personally identifiable information NACE collects about you is stored in limited-access servers. NACElink 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. This site uses firewalls to protect from loss, misuse and alteration of the information under our control.

GW has associated itself with NACE and NACElink to provide improved career services to our students and alumni, and employers. Many of the provisions contained in this policy are based on representations made by NACE and NACElink. While GW believes that NACE and NACElink provide a valuable service to our job-seeking community, NACE and NACElink are not related to GW. Therefore, the University cannot guarantee nor does it otherwise accept responsibility for any portion of this policy that depends upon NACE's representations and its compliance with those representations.

For more information, contact the Employer Relations staff in the GW Center for Career Services at 202.994.8633 or ocr@gwu.edu.