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 database, 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.

Student and Alumni Users

By using GWork, you consent to the storage of certain profile data and your resume(s) on servers provided by NACELink, which is owned and operated by NACE. GW and NACE will use this personally identifiable information (e.g., name,
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contact information, demographic information, academic history, G.P.A., employment history, etc.):

- To enable employers to access and use various tools, features, and functionality of the NACElink system, such as posting jobs and interview schedules;
- To enable students and alumni to access various tools, features, and functions of the NACElink system, in particular, job posting, resume data bases, and job-search agents, and;
- To communicate with employers regarding use of NACElink, advise of GWork changes, or to inform you of other possible events/activities associated with recruiting. GW career services staff may access some of your personal information to send you an e-mail using communication tools on GWork, to publish resumes in the University’s GWork resume book(s), and to send resumes to employers on your behalf.

Employers/search firms that use NACElink directly through NACElink or through GWork will also have access to your resume, if submitted by you to a resume book, individual job listing, or GW’s on campus recruitment program, and the personal information contained therein for recruiting, interviewing, and hiring purposes. NACE and GW career services staff are not responsible for actions taken with regards to personal information about you that is available or accessible to them on GWork. While NACE and GW career services staff endeavor to restrict access to this data base to eligible employers, NACE cannot guarantee that other parties will not, without our consent, gain access to the database.

User Integrity

By using GWork, you consent to maintain current, accurate, and truthful information in your account. Failure to do so may result in the suspension or termination of your account. Additionally, students may be referred to the Office of Student Judicial Services for further disciplinary action if deemed necessary.

Due Diligence

Employment opportunities posted on GWork come from local, national, and international sources. With such a diverse and vast array of employment postings, GW career services staff is simply not equipped to confirm the authenticity of each and every posting. As such, GW career services staff perform minimal due diligence in screening those employers and their postings. Therefore, it is the user’s responsibility to take the necessary precautions when interviewing or accepting opportunities.
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positions. Ultimately, you are responsible for obtaining all essential information concerning employers and their jobs.

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.

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.
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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. 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 Center for Career Services at 202.994.6495 or gwcareercenter@gwu.edu.