

UIS CAREER DEVELOPMENT CENTER

Resume Book Policy: Terms and Conditions

By signing this policy, I agree to and understanding the following:

I understand that UIS Career Development Center reserves the right to use discretion as to whom it will and will not approve to grant access to our resume books and to change the term of its policy at any given time.

I may only use the information provided for the sole purpose of employment or internship recruiting. I may not use it for other purposes not related to direct employment (i.e. personal use, referrals for friends, solicitation, or for marketing use). The materials cannot contain anything that is threatening, obscene, slanderous, intolerable, and offensive or cause embarrassment to the individual. To do so, is deemed a violation of our policy and will result in termination of your access to UIS Resume Books, Career Development Center services and possible legal action.

Third-party recruiters are not considered authorized users, and therefore will not be given access to the resume books. Resume Book access will only be given to recruiters or organizations whom have been approved by our organization and have agreed to abide by our terms and conditions.

I understand that UIS Career Development Center reserves the right to deny its services to any company/organization for the following reasons, but not limited to:

- Failing to comply with the CDC or university policies
- Providing any misleading or misrepresentation of information or lack of information pertaining to internships or employment opportunities
- Failing to uphold private and protected information
- Sending inappropriate messaging other forms of communication that the Career Development Center deems inappropriate
- Providing null or void email addresses
- Any harassment of students, staff, alumni or faculty
- If the department receives complaints made by students, staff, alumni or faculty
- If there is a violation of federal, state or local laws

I understand that UIS is an equal opportunity employer and I may not discriminate against any one based on: gender, religion, race, political view, age, sexual orientation, disabilities, national origin, or other representatives protected by the law.

I understand that if I want to access CDC Resume Books, I must have a position available and a job description developed. I will send the CDC the job description for a review in order to assist in identifying potential candidates' resumes to post in the Resume Book.

Signature_____

Date_____

Fax/Scan back to **UIS CDC: Fax** (217) 206-7544 **Email:** careerservices@uis.edu