**hireLINK Policy & User Information for Recruiters**

**OVERVIEW:**

*hireLINK* is our web based career management and recruiting system (online job board, resume database, career fair management, on-campus interview scheduling, and more). It is maintained by The Citadel Career Center and powered by CSO Research, Inc.

Current Citadel students, freshmen through graduate level, are directed to *hireLINK* to connect with employers and graduate schools seeking Citadel candidates for their opportunities (full-time positions, internships, summer/seasonal/part-time jobs, and graduate/professional programs of study). Alumni job seekers may also use *hireLINK*, recognizing that most postings are entry-level.

**WHO IS ELIGIBLE TO USE *hireLINK***:

Recruiters (employers & graduate/professional schools) who seek current students and alumni of The Citadel for their employment or graduate school opportunities are invited to register for an account with *hireLINK* for FREE.

All new accounts will pass through The Citadel Career Center for approval.

1. **All accounts** require the use of an organization-related email address (i.e. @company.extension vs. @personalvendor.extension). Small businesses that use non-company affiliated email addresses should contact Lauren.Thompson@Citadel.edu, Recruitment & Summer Program Coordinator, first so we may authenticate the email address being used.

2. **Third Party Recruiters and Staffing Agencies** may use *hireLINK* to post positions for their clients so long as they identify the employer by the time an offer is made. We believe that students and alumni need to know the specific company to make an informed decision regarding their application. Our online job board, however, may not be used to acquire a general pool of potential applicants for possible future use by the agency. The Citadel Career Center is a member of the National Association of Colleges and Employers (NACE) and we follow their Principles for Professional Practice, including the NACE Principles for Third Party Recruiters.

3. **The following types of advertisements are prohibited.**
   a. “Business opportunities” that require financial investment by our students.
   b. Jobs that require students to promote the sale of products or services to other students.
   c. Commission-only positions.
   d. Internships that do not involve regular and substantive in-person meetings and supervision by the employer while the internship work is being conducted. Please review the internship information found on our recruiter web page before posting.
   e. Requiring students/alumni to join (paid or free) networks/groups/other job boards in order to be connected to interested employers or to use an organization’s services.
   f. Jobs for teaching English in foreign countries.

**WHAT SERVICES ARE AVAILABLE THROUGH *hireLINK***?

- Post positions (full-time, internship, summer, seasonal, part-time) or graduate/professional school program information.
- View student and alumni resumes.
- Register for career fairs, information sessions, and information tables. (Please Note: Registration for career fairs involves a fee that is noted at the time of the event registration).
- Arrange *On-Campus Interviews (OCIs)* with students to be held during the Fall and Spring terms. (Please Note: Alumni within 2 years of their graduation from The Citadel may participate so long as they meet employer requirements and there are interview slots available. Given the more flexible schedules of recent alumni, they may need to secure an interview time with the employer at their site to allow current students the ease of interviewing on-campus).

* To arrange an OCI, please email Lauren.Thompson@Citadel.edu, Recruitment & Summer Program Coordinator, before posting in *hireLINK*.
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**GETTING STARTED:**


- Once your account has been activated, you will receive a Welcome email with login instructions.

**PRIVACY POLICY & GENERAL USER INFORMATION:**

1. The Citadel Career Center is committed to protecting the privacy of its students and alumni regarding personal information. Access to student information is governed by The Citadel and federal policy under the [Federal Family Education Rights and Privacy Act](https://www2.ed.gov/policy/gen/guid/fpco/ferpa.html) (FERPA). Information collected by The Citadel Career Center is used to assist us in developing and enhancing appropriate programs and services.

2. The Career Center abides by the principles set forth by [NACE](https://www.naceweb.org) and expects employers who use its services to adhere to [EEOC](https://www.eeoc.gov) guidelines and offer employment without regard to race, color, religion, gender, national origin, disability, or citizenship unless legally required.

3. The Citadel Career Center does not endorse any particular employer or graduate school. We share job and graduate study information with students/alumni of The Citadel from interested employers and graduate schools. The Career Center also provides links to other career-related websites for ease of access by our students/alumni and is not responsible for the contents of these linked sites. In the unlikely event that a problem is encountered with an organization listed through our office or through a linked website, please notify The Citadel Career Center promptly.

4. By using Career Center systems, you release The Citadel Career Center and The Citadel, our agents and employees, from claims, demands, and damages (actual and consequential, direct and indirect of every kind and nature, known and unknown) arising out of or in any way connected with use of the systems.

5. As candidates must sell their skills to employers, employers must sell their opportunities to candidates. The Citadel Career Center cannot compel interest by candidates. Consider all aspects of the posted position (description, company information, salary, benefits) and provide as much information as possible regarding your opportunity. Review your posting as if you were a candidate. What would you want/need to know before applying?

6. If you regularly recruit college students, consider developing a web page specific to them (if you do not already have one) regarding your organization and your hiring process. Provide an email address to which they may send questions (or a specific individual[s] if possible). Also include an MS PowerPoint, streaming video, or other media link(s) regarding material you may cover in an information session. Provide a link to this site within your posting on hireLINK.

7. Would you like your organization profile to be available to our students and alumni regardless of whether there is an active posting in the system? Would you like to make your contact information available to them as well? Go to the ‘My Profile’ tab of your hireLINK homepage to update your elections as appropriate under both the ‘Employer Information’ and the ‘Contact Information’ tabs.

8. We will periodically review recruiter accounts in hireLINK and email those with accounts that have been dormant for a period of 1 year. Recruiters will be asked if they wish to keep their accounts active and the accounts of those who do not respond will be closed.