**hireLINK** Policy & User Information for Students & Alumni

**GENERAL INFORMATION**

*hireLINK* is a web based career management and recruiting system maintained by The Citadel Career Center, for use by currently enrolled Citadel Students and Alumni to connect with Employers (and Graduate Schools), and is powered by [CSO Research, Inc.](https://www.cso-research.com). All information collected in *hireLINK* resides on CSO Research secure servers and is used to help connect candidates with recruiters. CSO Research is committed to student/alumnus, employer, and career center privacy.

**CITADEL STUDENTS/ALUMNI**

1. The Citadel Career Center provides a link from the Career Center website to our CSO Research system called *hireLINK*. Students and alumni access *hireLINK* directly from this link and create a personal password at the time of registration. Students and alumni input their data directly into the system. Candidates may update personal information at any time. CSO Research has access to personal information only for the purposes of providing customer service, trouble shooting, and technical services.

2. Your private information (which may include your name, email address, phone, mailing address, and other resume-related information) is not shared with individuals or organizations outside of the Career Center unless you have authorized it via your use of *hireLINK*, to include your participation in On-Campus Interviews, Career Fairs, Applying for posted positions, and Allowing your resume to be a part of Resume Books. Go to ‘My Account/My Profile’ and in the ‘Additional Information’ section, select “yes” beside the field of ‘Include in Resume Books / Allow Employer Viewing’ to authorize.

3. Jobs posted to *hireLINK* are not screened by CSO Research or The Citadel Career Center. The Citadel Career Center makes every effort to allow only legitimate employers and graduate schools to post legitimate opportunities in *hireLINK*. However, we cannot do a complete check into an organization’s background or take responsibility for the actions of employees of individual organizations who post their opportunities with us. It is up to students/alumni to use reasonable caution when entering personal information on resumes and applications. Additionally, it is also up to the job seeker to verify the accuracy of all opportunities. The Career Center does not endorse any particular employer or graduate school. We share information with students/alumni of The Citadel from interested employers and graduate schools. In the unlikely event that a problem is encountered with an organization listed through our office, please notify The Citadel Career Center promptly.

4. While uncommon, fraudulent postings are possible within *hireLINK* or any other job board you may use. If you are ever uncertain about a posting, do not apply until you may be able to verify its authenticity. Should you find such a posting in *hireLINK*, please send an email immediately to hireCitadel@Citadel.edu and list the company name, job title, job ID#, and posting date so that we may review as best possible. Additionally, if you question the legitimacy of a job listing on any job board, contact the Better Business Bureau, state or local agencies, or the Federal Trade Commission. And remember, if something seems too good to be true, it probably is. Refer to the next section for tips on recognizing such postings.

**A posting may be fraudulent if…**

- You are required to provide financial information. A legitimate employer will not request credit card, banking account, or other similar financial information for a job application. Once hired by a legitimate company, they may ask for your banking information to arrange for the direct deposit of your paycheck.
- You are required to provide personal information such as an ID or Social Security number by fax or email to someone you have never met. Only provide such documentation to your employer when you are at the office and have verified that they are legitimate.
- You are required to send payment by wire service or courier.
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5. Third Party Recruitment Policy. The Citadel Career Center is a member of the National Association of Colleges & Employers (NACE) and we follow their Principles for Professional Practice via www.naceweb.org/principles/.

We ask Third Party Recruiters (executive search firms and staffing agencies) to identify their clients (employers who hired them to find employees) when posting Jobs/Internships and when working with students and alumni through our office per NACE’s Principles for Third Party Recruiters (scroll down page at link above). This notification should occur through the posting itself or by the time an offer is made.

We believe that students and alumni need this information to make an informed decision regarding their application. If you are contacted by a Third Party Recruiter through hireLINK or other services with the Career Center and are not informed as to the company the available position is with either automatically or by the time an offer has been extended, please contact us.

6. Services within hireLINK: Checkout other features through your account’s home page via the preceding link!

Students: You are given full access to the services and features within hireLINK, to include:

- 2 Job Boards (hireLINK-postings by those interested in Citadel students and Indeed.com).
- On-Campus Interviews (Some employers will post jobs and come to campus to interview).
- Employer Directory (Some employers will elect to share profile and limited contact information regardless of whether they have an active posting in the system).
- Direct access to InterviewStream (Our online interview practice software).
- Career Fairs. (Find out which employers and graduate schools are attending).
- Other Career Events. (Find out about other career-related events such as Information Sessions and Career Education Workshops. Some will require you to register in advance through hireLINK).
- Resume Creator. (Use this resource to help get your resume started).

Alumni (0-2 Years since Graduation): You are given the same access as Students with the exception of having “View Only Access” to On-Campus Interviews. Should the employer be interested in your candidacy and interview slots are available, you may contact the Employer Relations Coordinator to participate.

Alumni (2+ Years since Graduation): You are given the same access as Students with the exception of not being able to participate in On-Campus Interviews.

7. Keeping your hireLINK account active:

- Students: Your account will remain Active so long as you are currently enrolled at The Citadel.
- Current Graduating Class: Each graduating class will be given alumni status within hireLINK during the month following their graduation.
  - Fall (December) graduates will become alumni in hireLINK in early-January.
  - Spring (May) graduates will become alumni in hireLINK in mid-May / early-June.
  - Summer (August) graduates will become alumni in hireLINK in mid-August / early-September.
- After 1 year of non-use by alumni and members of the most recent graduating class, we will attempt to contact you by email to determine if you are still using your account. If you do not follow up as indicated, we will close the account.