

As a member of the National Association of Colleges and Employers (NACE), the Minnesota State University Moorhead Career Development Center (MSUM-CDC) follows the guidelines of professional standards and ethics as outlined by NACE. The full text of these principles is available at <http://www.naceweb.org/principles/>

MSUM-CDC expects students, alumni and staff to exhibit ethical, professional behavior while participating in on-campus recruiting activities. MSUM-CDC also expects that employers adhere to the same professional and ethical principles. All employers are encouraged to review the NACE "Principles for Professional Conduct for Career Services and Employment Professionals" at <http://www.naceweb.org/principles/>. In addition to abiding by NACE standards, all employers/individuals must also conform to the Minnesota State Colleges & Universities (MnSCU) policies regarding Nondiscrimination in Employment and Education Opportunity available at <http://www.mnscu.edu/board/policy/1b01.html> as well as all applicable Equal Opportunity Laws.

By logging on to DragonJobs, employers agree to the terms and conditions set forth by MSUM-CDC. Failure to abide by these terms and conditions may result in discontinuation of access to DragonJobs and/or On-Campus recruiting privileges. Other reasons for discontinuation of access include, but are not limited to: invalid employer e-mail addresses, inappropriate messaging, and/or other items deemed inappropriate by the MSUM-CDC Director.

MSUM-CDC will regularly update and enhance DragonJobs and may from time to time revise the Employer Terms and Conditions. Use of DragonJobs is governed by the Employer Terms and Conditions posted at the time of use.

Job Posting Services

Access to MSUM-CDC job posting services through DragonJobs allows employers to post job and internship positions at no charge. Students may apply online or apply directly to the employer for these positions. Username and password are created by the employer contact, and employers using job posting services can request applicants for career, internship or student employment.

Career (Full Time/Part Time) & Internships

Employers must meet the following criteria:

- "Employer-Employee" relationship in which compensation packages are not commission only.
- Internships must be paid unless taking place in a Non-Profit Organization.
- No upfront purchase requirements or expenses (franchise, products, services or training).
- No other fees associated with becoming an intern or employee of the organization, with the exception of fees for Federal and State licensing requirements such as real estate, securities, etc.
- May not be structured as an "independent contractor" relationship or "direct sales" whereby an individual is engaged in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- Jobs posted are entry level/experienced and degree required or bona fide internship positions.
- Job postings must include a complete description of the type of work, including company name and location.

Student Employment (On-Campus/Off-Campus)

- Available to on and off campus employers to list jobs appropriate for undergraduate and/or graduate student part time employment.
- Available to individuals looking for a service to be provided (ie nanny, babysitter, etc).
- May not be structured as an "independent contractor" relationship or "direct sales" whereby an individual is engaged in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- No fees of any kind will be charged to students or alumni to apply for positions.
- Job postings must include a complete description of the type of work.
- Jobs posted can be part time/seasonal or on campus.

No access will be granted to third party employment sites, any job that puts applicants in compromising positions such as adult entertainment, escort services, presentation modeling or similar activities; positions where applicants would be paid per item to complete surveys, click on internet links, or post personal web content; or any other positions that directly compete with the services of the Career Development Center or DragonJobs.

On-Campus Recruiting

On-campus recruiting is open to all employers who are filling career level jobs and/or internships. This exclusive access allows the employer to access the following services:

- Access to DragonJobs to list jobs and internships, search resumes, prescreen applications, request online schedules, and receive application materials online.
- Advertisement of job listings for on-campus interviewing. Jobs are listed on DragonJobs and may be publicized on campus via e-mails, posters, etc.
- On-campus interviewing, including use of interview rooms in MSUM-CDC. Twice per semester maximum may be applied depending on demand.
- Set-up and room use for on-campus information sessions.
- Free parking when on campus for interview and information sessions. Please contact the MSUM-CDC ahead of time so we can arrange for a permit.
- Courtesy lunch with MSUM-CDC staff and/or departmental faculty when on campus for interview sessions (by request).
- Notification of upcoming career/job fairs and other recruitment opportunities.
- Third Party Agencies and other part-time/student employers may recruit on-campus at the professional discretion of the MSUM-CDC Director.

Employer/Job Information

Employers must provide complete contact information when registering for DragonJobs. Employers are responsible for the accuracy and completeness of employer information, contact name and address, as well as all information in job descriptions. A valid e-mail address is mandatory to communicate directly with the employer contact(s). All job postings must include a complete description of the type of work. We reserve the right to deny the approval of job postings that are proven to be fraudulent or misleading in their description to potential candidates.

Results

Results of resume searches and interview schedules are not guaranteed. Results may vary depending on several factors, including student participation and interest. The MSUM-CDC will work collaboratively with you to suggest strategies for success.

Student Data

Student information accessed by employers is to be used solely by that employer for recruiting purposes and must not be sold or otherwise distributed to any entity. Violation of this requirement may lead to removal of DragonJobs privileges.

Username and Password

The employer contact person is responsible for the distribution and use of his/her DragonJobs username and password, as well as its use and misuse. Any user found to be using DragonJobs inappropriately or inconsistent with the MnSCU, MSUM and/or MSUM-CDC guidelines will have their access to DragonJobs revoked.

Final Notes

The MSUM-CDC Director's interpretation and implementation of the "Employer Terms and Conditions" is final. Any exception to these terms and conditions must be negotiated between MSUM-CDC Director and the employer representative and confirmed in writing. MSUM-CDC staff will investigate any complaints by students about employers or jobs posted on the DragonJobs system. If we determine a complaint is justified, MSUM-CDC may choose to deny employer services to the employer involved. MSUM-CDC will notify the employer in writing should a situation result in this type of decision. The MSUM-CDC Director's interpretation and implementation of these policies, and any decisions based on them, are final.