

University of St. Thomas Career Services Center acts as a free-of-charge job posting service only and makes no recommendations regarding potential employers or student employees.

We are not responsible for safety, wages, working conditions, or any other aspect of off-campus private employment. All hiring, scheduling, and compensation for community job postings are handled directly between the student/alumni and the employer.

University of St. Thomas has no control over and takes no responsibility for (a) the truthfulness, accuracy, quality, safety, morality, desirability or legality of employer information, position listings, (b) the ability of employers to offer job opportunities, or (c) the hiring, recruiting or other practices of any Employer.

University of St. Thomas and Career Services Center adhere to the Department of Labor (DOL) standards and National Association of Colleges and Employers (NACE) recommendations for unpaid internships. Employers posting internships on UST Connect must abide by DOL standards stated in Fact Sheet 71: "Internship Programs under the Fair Labor Standards Act", which can be found at: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

The statement on unpaid internships published by NACE can be found at: [http://www.naceweb.org/connections/advocacy/internship\\_position\\_paper/?referral=knowledgecenter&menuid=109](http://www.naceweb.org/connections/advocacy/internship_position_paper/?referral=knowledgecenter&menuid=109)

Students are urged to make informed decisions when applying for or accepting private off-campus employment by requesting any additional information needed to establish qualifications and credentials so as to ensure an overall fit between employer and applicant.

*In consideration of the efforts the Career Services Center makes to assist me in making contacts with employers, I agree to adhere to the following guidelines. It is my understanding that if I do not keep this agreement, I may lose the privilege of using UST Connect for my employment search.*

*I Agree:*

- *To provide truthful and accurate information on my resume.*
- *To uphold the University's values and tradition of ethical behavior: honesty, trustworthiness, respect and fairness in dealing with other people, and a sense of responsibility toward others.*
- *To have my resume available to employers who have been granted access to UST Connect, and wish to conduct online searches for resumes (I can opt out of this at any time once my account is set up within UST Connect).*
- *To keep my UST Connect account information current, including keeping my contact information with the University up-to-date, and updating my resume as I gain relevant experience. (If my information is not updated on an annual basis, my account will be inactivated.)*
- *To answer ALL correspondence from prospective employers.*
- *To keep ALL scheduled interviews.*
  - *Students scheduled for an on-campus interview who need to cancel are required to give Career Services 48 hours' notice. Failure to provide advance notice or not showing up to an interview will result in suspension from the on-campus recruiting program.*
  - *Reinstatement may occur after:*
    - *Meeting with Career Services staff and a determination is made that there was an acceptable reason for canceling or not showing up for the interview.*
    - *Sending a letter of apology to the employer*
    - *Providing a copy of your letter of apology to the Career Services Center.*
- *To update employment offers in my account information - both when an offer is made and when an offer is accepted.*
- *To discontinue interviewing upon the acceptance of an offer.*
- *To honor all employment agreements with employers / organizations.*

*By using UST Connect and submitting my profile, I am volunteering to release information to prospective employers who have been granted access to UST Connect, and to the Career Services Center.*

University of St. Thomas is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Any cases of discrimination or harassment must be immediately reported to the Career Services Center.