

eRecruiter Privacy Policy

The School of Natural Resources and Environment is committed to ensuring the privacy of users on its eRecruiter system.

The eRecruiter system is run in partnership with NACELink, the nationwide college recruiting system of the National Association of Colleges and Employers, which is a nonprofit professional organization for career centers and employers. If you have questions, you may review [NACELink's Privacy Policy](#).

Student and Alumni Information Collected

The information in a candidate's profile is used by SNRE Career Services for advising on job searches, promoting programs and services, and notifying candidates of employment opportunities. Personally identifiable information is not released to third parties. NACE has access to personal information only for the purpose of providing customer service, trouble shooting, and technical services.

eRecruiter collects the following user information from registered students and alumni:

- **Contact information** including name, address, city, state, zip code, country, phone number, e-mail address, gender, website address, and UM username. *Required information collected includes name, address, UM username, and e-mail address.*
- **Educational information** including expected graduation date (or actual if alumni), year in school, current student status, field of study, and degree level. *All of this information is required.*
- Although *not required*, **demographic information** including a list of professional association memberships, country of citizenship, languages spoken, and other countries where you have lived. *Please note that work authorization is required.*
- **Employment preferences** including preferred job industries and preferred job areas.

The University of Michigan School of Natural Resources and Environment provides a link from the SNRE Career Services Website to eRecruiter. Students and alumni access eRecruiter directly from this link. Students are assigned a personal password at new student orientation; alumni who are new to the system are assigned a personal password at the time of registration. Students and alumni input their data directly into the eRecruiter system. Candidates may change or correct personal information at any time. NACE has access to personal information only for the purpose of providing customer service, trouble shooting, and technical services.

Students, alumni, and employer contacts must agree to the following proper usage statement before using the eRecruiter system:

eRecruiter is for individual communication, job/internship postings, and networking among alumni, students, and employers. This information is to be used with care and respect for the privacy of fellow alumni, students, and employers. Use of this directory for any other purpose including, but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical, photocopying or use of the addresses or other information is strictly prohibited.

Appropriate uses of information contained in this eRecruiter directory include, but are not limited to:

- Contacting individual alumni, students, and employers regarding career advice and available opportunities*
- Connecting with alumni, students, and employers in a given city/area*
- Reconnecting with former and current classmates*
- Contacting employers for employment information and applying for jobs*

Inappropriate uses of information contained in the eRecruiter directory include, but are not limited to:

- Divulging alumni and student contact information to third parties outside the School of Natural Resources and Environment community without explicit authorization*
- Sending mass emails to alumni, students, and employers*
- Surveying alumni, students, and employers without the consent of the School of Natural Resources and Environment's Office of Academic Programs*
- Using alumni, student, and employer contact information in any form to promote a business or company*

The School of Natural Resources and Environment reserves the right to determine what constitutes appropriate usage. We reserve the right to edit job postings. The University of Michigan has a strict policy governing the responsible use of technological resources. Student, faculty, staff, alumni and any other party with access to this Directory are subject to these guidelines. To read the University's full Proper Use Policy, go to <http://www.itd.umich.edu/itpolicies/>

In accordance with established University practices, policies, and procedures, confirmation of inappropriate use of University of Michigan technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action.

Use of Personally Identifiable Candidate Information by SNRE Career Services

Through eRecruiter, students and alumni can view jobs/internships, post resumes, RSVP for different career events, and apply for jobs/internships. The information in a candidate's profile is used by SNRE Career Services for advising on job searches, promoting programs and services, and notifying candidates of employment opportunities. Personally identifiable information is not released to third parties.

SNRE Career Services may conduct searches on resumes and candidate profiles to notify candidates of education or employment opportunities through e-mail communications and to

assist employers who need help identifying students to recruit for specific positions or projects. By entering data into the eRecruiter system, students and alumni may have data included in aggregate reports used for evaluation of employment activities, for evaluation of educational programs, and for general reports on student, alumni or employer trends.

NACE cannot use or sell individual candidate data. Unlike commercial vendors, NACE staff cannot look at individual data. Only SNRE Career Services staff can retrieve individual candidate data.

Students and alumni should contact SNRE Career Services if they have any concerns about the use of their information or if they want to view, correct, or change their information.

eRecruiter Professional Network

eRecruiter offers a Professional Network service. This is a professional networking system where students, alumni, and employer contacts can network with each other. Students, alumni, and employer contacts must opt-in to the Professional Network in order to use the system. The Professional Network is optional and students, alumni, or employer contacts can choose to remove their Professional Network profile at any time. Employer contacts that are using the Professional Network service are not able to view student or alumni information – employer contacts can only serve as mentors on the system and interested students or alumni would initiate contacting the mentor. Information collected includes, but is not limited to: current employment, past employment experiences, services that the person is willing to provide to SNRE, sports interests, location, current status, degrees earned, languages spoken, recommendations, country of citizenship, countries where you have lived, and a list of professional memberships. Questions asked on the Professional Network are dynamic and are added to the Professional Network based on suggestions from students, alumni, and employer contacts. This information is collected solely for the benefit of facilitating networking among Professional Networking members.

Employer Access to Student and Alumni Information

Employers using eRecruiter have access to student and alumni resumes for recruiting and hiring purposes only. Student and alumni profile data and resumes are housed on NACELink's servers. Students and alumni choose whether they would like their resume to be included in SNRE Resume Books. Students and alumni will also have the option of placing their resume in opt-in resume books (set up by employer contacts through SNRE Career Services). Students and alumni may remove their resumes from any of the resume books at any time.

Employer Information Collected

eRecruiter collects the following user information from participating employers:

- **Contact information** including organization name, address, city, state, zip code, country, phone number, fax number, website URL, description, industry, and the contact's name(s), job title, SNRE alumni status, UM alumni status, address, city, state, zip code, country, phone number, fax number, e-mail address, and the services that they are willing to provide to SNRE students and alumni.

Screening of Employment Opportunities

Employment vacancies reported directly to the University of Michigan, School of Natural Resources and Environment Career Services are screened for completeness, accuracy, and appropriateness for SNRE candidates.

Other vacancies posted on the global NACElink system may or may not be reviewed before posting. Candidates are urged to thoroughly review job postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information, or bank account numbers to prospective employers.

Use of Employer Information by the University of Michigan School of Natural Resources and Environment Career Services

The University of Michigan School of Natural Resources and Environment Career Services uses the account profiles in eRecruiter to notify employers of recruiting options, events, and to market the school and its students. Employers may receive occasional e-mails, e-newsletters, or hard-copy mailings from SNRE Career Services.

The name and e-mail address of an individual employer contact are not released to the School of Natural Resources and Environment students or alumni unless the contact agreed to make their information visible to students and alumni, has visited campus as an on-campus interviewing recruiter or hosted an informational session or workshop, or has associated his or her name with a current job posting. Corporate information for the organization including addresses, telephone numbers, and e-mail addresses may be made available to candidates at the discretion of SNRE Career Services and according to current program and recruiting needs.

Security

Personally identifiable information is protected both on- and offline. Student, alumni, and employer data are password protected. All personally identifiable information will reside on NACElink Network servers, which are secure. NACElink has technical, administrative, and physical security measures and safeguards in place to protect against the loss, misuse, or alteration of information under NACE's control.

Documents on eRecruiter

Many documents are provided to students on eRecruiter to use as resources. These documents are found in the Documents Library. These documents are not to be copied or edited. These documents are not intended for duplication or publication, but rather for reference only. Any unauthorized review, use, disclosure or distribution of this information is prohibited, and may be punishable by law, as well as punishable by the University of Michigan as offenses against the standards of academic integrity.

Privacy Policy Changes

The University of Michigan School of Natural Resources and Environment Career Services and NACE may deem it necessary or appropriate from time to time to modify this privacy policy to reflect changes in the way SNRE and NACE collect or use information or changes in privacy-related laws, regulations, or industry standards. Accordingly, SNRE Career Services and NACE reserve the right to change this privacy statement at any time by posting the revised policy on this site. Information will be handled according to the privacy statement in effect at the time the information is used.

Last updated: February 11, 2009