Georgia Regents University Career Services is committed to protecting the privacy of your personal information. GRU Career Services contracts with NACElink Network to provide GRU students with job listings, career event & recruitment scheduling, and resume services. Please refer to the NACElink Privacy Statement at the bottom of this page for technical details and a description of the NACElink.com site and its partners.

**Use of Personally Identifiable Candidate Information by Georgia Regents University Career Services**

Through NACElink, available via the GRU Career Services website, students and registered alumni can post resumes, view and apply for jobs, and obtain or register for various career programs and recruitment events. The information in a candidate’s profile is used by the GRU Career Services office for job-search advising, promoting programs and services, notifying candidates of employment opportunities, and referring qualified candidates to employers.

- Only the resumes of students who have given permission to have their resumes released to employers via the “Privacy Tab” of the student profile are shared with (through resume referrals by GRU Career Services staff) or accessible to (GRU Web Resume Book for employers) prospective employers.
- Resumes are selected based on objective, legally-permissible requirements. GRU Staff and employers utilizing our services are expected to abide by the Principles for Professional Practice by the National Association of Colleges & Employers.
  http://www.nacelink.com/nl_privacy_policy.php
- GRU CareerLink users can view, correct or change their profile information by logging into their account through the GRU Career Services website www.gru.edu/careerservices
- GRU Career Services updates currently enrolled student information on academic, demographic and directory data in GRU CareerLink weekly through the campus student registration database for GRU called BANNER. Some fields may not be updated in CareerLink but are reflected correctly in Banner if you are not enrolled in a current term. Major changes are reflected in your next enrollment term in CareerLink when you are officially beginning a course plan as that major. Contact Career Services if you see something inaccurate and give us the specific details, along with your last term of enrollment to research. 706-737-1604 / careercenter@gru.edu
- GRU Career Services may conduct searches on resumes and candidate profiles to notify candidates of educational or employment opportunities through email communications.
- By entering data into the GRU CareerLink/NACElink system, students and alumni may have data included in aggregate reports used for evaluation of employment activities, educational programs, reports developed for institutional studies, and salary surveys. NACElink cannot use or sell individual candidate data. Unlike commercial vendors, NACElink staff cannot look at individual candidate data.

**Privacy**

All privacy policies for our partners have been reviewed by Career Services. For details please review the following:

- Direct Employers Privacy Policy http://www.directemployers.org/privacy/
Security
Personally identifiable information is protected both on- and offline. The data of students, alumni, and employers are password protected. 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. GRU ITS reviews the security measures of the system to ensure compliance with university protocols.

Safe Practices on the Job Search
GRU Career Services does not endorse any employer and urges students to use good judgment in all of their interactions with employers. Jobs posted on the GRU CareerLink/NACElink system may or may not be reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying for positions.

- Do not disclose social security numbers, credit card information or bank account numbers to unknown employers.
- No position that transfers money to your bank account for you to wire to someone else and take a % of as your pay is legitimate.
- Job seekers should never spend any of their own money on an employment “opportunity” unless very certain that it is for a legitimate reason (such as training costs).
- GRU Career Services advises students to interview in public places only. Students should report any questionable recruitment practices by employers using the system directly to GRU Career Services.

To learn more about safe job search practices, visit:  http://www.rileyguide.com/scams.html

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