

## **Career & Employment Services Office Disclaimer**

The Career & Employment Services Office of Schenectady County Community College in its provision of services to students, alumni, and off-campus employers, makes no representations or guarantees regarding the opportunities listed on its website, bulletin boards, print materials and other resources, and is not responsible for the wages, safety, working conditions, or other aspects of off-campus employment. It is the responsibility of the students and alumni to take the necessary precautions when interviewing for and accepting part-time/full-time employment, non credit internships, and volunteer activities.

***Specific to Employers:*** The SCCC Career & Employment Services staff does not represent or guarantee the qualifications of those candidates using the EASE system or who have applied to opportunities posted to the EASE system.

### **Links to Internet Websites**

In addition, the Career & Employment Services Office has provided links to Internet websites that are maintained by third parties, over which the Career & Employment Services Office has no control. The State University of New York and the Career & Employment Services Office are not responsible or liable for the content, products, services, or other materials on or made available through the web links to other websites. The opinions and views associated with the web sites are not necessarily those of SUNY or SCCC. SUNY; and the SCCC Career & Employment Services Office shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use of or reliance on any such content, products, or services available on or through such sites.

The Career & Employment Services Office encourages and permits links to content published on the SCCC Career & Employment Services website. However, any linking should not (1) implicitly or explicitly suggest that SUNY or the SCCC Career Employment Services Office promotes or endorses any third party's causes, ideas, website content, products or services, or (2) use SCCC Career & Employment Services Office content for inappropriate commercial purposes. The SCCC Career & Employment Services Office reserves the right to withdraw permission for any link. Please forward any concerns regarding links and/or disabled links to: [ces@gw.sunysccc.edu](mailto:ces@gw.sunysccc.edu).

### **Equal Employment Opportunity (EEO)**

The State University of New York (SUNY) and the SCCC Career & Employment Services Office adhere to applicable federal and state EEO laws, regulations, standards, and guidelines, and offers employment information without regard to race, color, religion, gender, national origin, sexual orientation, disability, citizenship, or identity as a military veteran unless legally required. Furthermore, in good faith, the SCCC Career & Employment Services Office works only with those employers who subscribe to EEO guidelines. With regard to professional conduct of job seekers, employers, and career centers throughout the recruiting process, the SCCC Career & Employment Services Office abides by the [principles set forth by the National Association of Colleges and Employers \(NACE\)](http://www.nacweb.org/principles/principl.html#principles_for_employment_professionals).

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### **eRecruiting Disclaimer**

By registering with EASE (eCampusRecruiter.com), the SCCC Career & Employment Services Office's online job search program, students and alumni and others who use the system are

agreeing to allow the personal and professional information, e.g. name, address, telephone number, e-mail address, degree, etc., they provide, to be accessed by SCCC Career & Employment Services Office staff only for on-going delivery of office services.

***Specific to Employers:*** Employers have the ability to control the amount of contact information, as long as the organization has been clearly identified. Employers who do not clearly identify their business or hold back information important to the Career & Employment Office staff will be removed from the system.

### **Third Party Recruiter Policy**

In accordance with NACE principles, the practice of the SCCC Career & Employment Services Office is to educate students regarding a wide variety of job search strategies, including third party employment services. Individuals can then determine whether utilizing these services will be of benefit to them. The Career & Employment Services Office does not investigate, endorse, or recommend any third party employment services. EASE, the SCCC Career & Employment Services Office's online job search program, allows third party recruiting firms/employment agencies to customize and post job listings under the conditions covered by this disclaimer.

### **Conditions**

By participating in these services, organizations agree that they will adhere to applicable federal and state EEO laws, regulations, standards, and guidelines as well as the appropriate principles set forth by NACE in all recruiting activities, that no fee will be charged to any candidate at any time, and organizations will not disclose resumes or other applicant information under any circumstances to other entities without the applicant's prior written consent. The SCCC Career & Employment Services Office reserves the right to discontinue services to students, alumni and employers who have violated EEO and NACE guidelines.