

Employer Contact Disclaimer for JobTracks

The Missouri State University Career Center adheres to the **NACE Principles for Professional Conduct for Career Services and Employment Professionals** and expects employers to do the same. These principles are available on the [National Association of Colleges and Employers website](#).

1. The employers who post on the Missouri State University Career Center (Career Center) job posting site (JobTracks) guarantee that no qualified student or prospective student or any person in his/her educational relationship with Missouri State University shall be discriminated against or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, religion, sex, age, color, sexual orientation, or physical or mental disability.
2. The Missouri State University Career Center provides this website as a free service for employers, students, and community members.
3. The employers who post on JobTracks agree to provide the intern or employee with a safe, professional and supervised environment. They further agree to provide the intern or employee a working environment free from sexual harassment and unlawful discrimination.
4. The Career Center retains the right to refuse, for any reason, any employer the opportunity to post employment or internship opportunities on this website.
5. The Career Center will make every effort to post an accepted employment or internship opportunity within one business day of receipt, except during periods of scheduled holidays.
6. Employers who post on JobTracks agree to manage their own postings through the system.
7. Employers who post on JobTracks will report through the *Report a Hire* function any students or graduates hired by the agency.

Service Guidelines

- The Career Center works with Third Parties only under limited circumstances, which are outlined in detail in the Third Party Policy statement.
- Employers without a website will be evaluated on a case-by-case basis. The Career Center reserves the right not to serve the employer until the website is operational.
- The Career Center will not provide service to any employer requiring payment of any kind or the purchase of products or equipment/tools (with the exception of safety equipment such as steel-toed boots).
- The Career Center does not recommend or select candidates for employers.
- An employer account provides a limited, terminable right to access and use the Career Center job search site only for internal business use to seek candidates for employment and scheduling interviews.

Job Postings

- Job postings must be actual, current openings for internships, cooperative education assignments, and/or traditional, W-2 or 1099 full- or part-time employees.
- Job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
- The Career Center will review the employer's website and each job description (whether a job listing or for an on-campus interview) for appropriateness.
- Job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.
- Job postings or e-mail may not be used to post advertisements or solicitations for employment in the pornography industry or the gambling industry, or to post pyramid schemes.
- Job postings or e-mail may not post false, inaccurate, or misleading information.

Résumé Access

- The Career Center will not give account access or forward résumés to home-based businesses.
- The Career Center will not send résumés to personal e-mail accounts. Exceptions may be made on a case-by-case basis.
- The Career Center will not send résumés or give any employer passwords to corporate "student ambassadors" or "student campus recruiters." It is a violation of professional standards to provide a student's résumé to a fellow student for review and decision-making.
- The Career Center will not send résumés to Third Party Recruiters.
- The Career Center reserves the right not to allow employers "résumé access" if the employer uses the résumé data inappropriately or abuses this service. The Career Center will evaluate and act accordingly to student/alumni complaints about employers.

JobTracks Website Terms and Conditions

This section states the "Terms and Conditions" under which you may use this job search site. Please read this page carefully. If you do not accept the Terms and Conditions stated here, do not use this Website and service. ***By using this Website, you acknowledge that you have read the following terms and conditions and you indicate your acceptance to be bound by them.***

User Submissions

As a user, you are responsible for your own communications and are responsible for the consequences of their posting. You must not post material that is obscene, defamatory, threatening, harassing, abusive, hateful, or embarrassing to another user or any other person or entity; post a sexually-explicit statement; or post material that may damage or detrimentally interfere with any system data or information (e.g. viruses, Trojan horses, worms, etc.).

We, the Website hosts, do not represent or guarantee the truthfulness, accuracy, or reliability of communications posted by users. You acknowledge that any reliance on material posted by other users will be at your own risk.

Liability

This Job Board acts as a venue for employers to post job opportunities. We are not involved in the actual transaction between employers and candidates.

User authentication on the Internet is difficult; therefore we cannot and do not confirm that each user is who they claim to be. Because we do not and cannot be involved in user-to-user dealings or control the behavior of participants on this job board, in the event that you have a dispute with one or more users, you release us (and our agents and employees) from claims, demands, and damages of every kind and nature, known and unknown, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way connected with such disputes.

We are under no legal obligation to, and do not, control the information provided by other users that is made available through the Website. We expect that you will use caution and common sense when using this Website. The Website and material are provided on an "as is" basis without any warranties of any kind. We, to the fullest extent permitted by law, disclaim all warranties, whether express or implied.

Disclaimer of Consequential Damages

In no event shall we be liable for any damages whatsoever resulting from the use or inability to use this Website and material, whether based on warranty, contract, tort, or any other legal theory.

By using this Website, you acknowledge that you have read the terms and conditions and you indicate your acceptance to be bound by them.