

Registrant Terms and Conditions

for
Career Services EZlink
www.winona.edu/career

By logging into **Career Services EZlink**, the registrant agrees to the Terms and Conditions set forth by Winona State University Career Services for the use of this online employment resource. Failure to abide by these Terms and Conditions may result in discontinuation of access to **Career Services EZlink**. Career Services will regularly update and enhance **Career Services EZlink** and may, from time to time, revise the *Registrant Terms and Conditions*. Use of **Career Services EZlink** is governed by the *Registrant Terms and Conditions* posted at the time of use.

USERNAME AND PASSWORD

One **Career Services EZlink** account will be issued per registrant. Each registrant is responsible for the distribution and use of their **Career Services EZlink** username and password, as well as its use and misuse. Registrants may only enter and upload their own information.

REGISTRATION AND FEES

“Registrant” refers to Winona State University currently enrolled students, alumni, eligible reciprocity graduates, and invited employers qualified to access **Career Services EZlink**.

Student accounts are automatically generated at the time of registration at Winona State University. Username and password are created and emailed to each individual student with an invitation to access **Career Services EZlink**.

Alumni may request one year of on-line access at no charge. **Career Services EZlink** allows WSU alumni the ability to review posted jobs, upload and publish resumes, research job resources, and participate in on-campus employer activities. Activation will occur within two business days following receipt of a completed registration card.

EMPLOYER PARTICIPATION

By publishing documents (uploaded resumes, cover letters, credentials) in **Career Services EZlink**, candidates are providing their information to a network of approved employers who have been given access to **Career Services EZlink** to assist in meeting their employment needs. Winona State University and Career Services will not sell or provide marketing lists of **Career Services EZlink** registrants to outside entities other than for legitimate job search activities.

Registrants' information can be accessed by employers and is to be used solely by that employer and must not be sold or otherwise distributed to any entity other than the specific employer who has access to **Career Services EZlink**. Employers that have permission to use **Career Services EZlink** will be able to view a portion of the student profile information and any resume that have been included in the Resume Books.

ON-CAMPUS INTERVIEWS

To apply for an interview with on-campus employers registrants must follow the requirements for participation as stated in **Career Services EZlink**. It is necessary to plan ahead; last-minute attempts to contact the employer while they are on campus will not be allowed.

Registrants who do not show up for or cancel an on-campus interview less than 24 hours or one business day prior to an interview will be required to send a letter of apology to the employer for the missed interview and send a copy to the Career Services Director. The registrant will have **Career Services EZlink** and on-campus recruiting privileges revoked if a second missed interview occurs. Deactivation will deny login privileges to the registrant and withdraw all applications, interview sign-ups, published resumes and on-line documents. Appeals may be made to the Career Services Director by scheduling a personal meeting.

REGISTRANT PARTICIPATION

Winona State University subscribes to and endorses the "[Principles of Professional Conduct for Career Services and Employment Professionals](#)" as published by the National Association of College and Employers (NACE). Employers who use Career Services must agree to these principles. In addition employers/individuals must also abide by the Minnesota State Colleges & Universities policies regarding "[Nondiscrimination in Employment and Education Opportunity](#)".

All registrants are responsible to adhere to Winona State University's equal opportunity and affirmative action standards; or they will forfeit access to participate in **Career Services EZlink**.

Registrants are responsible for the accuracy and completeness of their information, uploaded documents and publication to resume books. Registrants must provide a current/accurate e-mail address on **Career Services EZlink**. Registrants with full, interactive access found to have obsolete e-mail addresses will be deactivated in the system.

Registrants must adhere to the set deadline dates of the **Career Services EZlink** system. In the instance deadline dates are missed or must be altered, the registrant must contact the employer directly.

Questions about the use of **Career Services EZlink** can be answered using on-line help or by contacting Career Services staff in person, via e-mail or telephone.

Data submitted to the **Career Services EZlink** may be collected and used for institutional research purposes, with confidential identifying information being omitted from any such report.

Candidates should use sound judgment when investigating and/or applying for opportunities posted on **Career Services EZlink**.

All Career Services staff members (including student staff) have access to information contained in **Career Services EZlink**.

The Career Services staff reserves the right to discontinue service to registrants with no refund of fees paid if any misuse of the system or misrepresentation of the individual is discovered.

NOTICE

Winona State University makes no representations or guarantees about positions posted on **Career Services EZlink**. Winona State University is not responsible for safety, wages, working conditions, or other aspects of employment offered through **Career Services EZlink**. It is the responsibility of the registrant to research the integrity of the organizations to which they are applying. The registrant is advised to use caution and common sense when applying for any position with an organization or a private party. It is not worth jeopardizing your personal safety to put yourself in a vulnerable position by going alone to a residential address to apply for a job.

At no time will it be necessary to enter your social security number or a credit card number on **Career Services EZlink** nor will transmission of either be sent through electronic mail. **Career Services EZlink** is powered by a leased software system. Registrants concerned about providing their profile data or personal documents within **Career Services EZlink** should call Career Services in Winona at (507) 457-5340 and ask to discuss their options with the Director.

Career Services website provides additional links to other web sites for your information only, and inclusion of a site is not intended as an endorsement of any particular organization or service. We disclaim any responsibility for the accuracy, content, currency, comprehensiveness, or availability of information located through the use of these sites. It is the sole responsibility of anyone viewing data found through these links to verify the accuracy of any information.

The Career Services Director or the appropriate designee's interpretation and implementation of the "Registrant Terms and Conditions" are final.