POLICY TITLE
Career Development

POLICY NUMBER
5.7

PRIMARY RESPONSIBILITY
Office of Student Success

CREATION / REVISION / EFFECTIVE DATES
Created July 2011/Revised July 2016/Effective August 2016; revised September 2017/effective immediately

PURPOSE
To assist students or alumni with career exploration, career planning, career development and job search strategies that lead to starting careers, changing careers, advancing careers and continued education.

To help develop effective relationships with employers that contribute to effective external career experiences and job placement.

ORGANIZATIONAL SCOPE OR AUDIENCE
Students, alumni, faculty, staff, employers

DEFINITIONS
NACE - National Association of College and Employers: A professional association connecting college and university career development professionals with HR/staffing professionals focused on college relations and recruiting.

EEO – Equal Employment Opportunity: Laws that make it illegal to discriminate against a job applicant or an employee during hiring, termination, promotion, harassment, training, wages and benefits based on the applicant or employees race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetics.

FERPA – The Family Educational Rights & Privacy Act: Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

HireIvy: A career management system that provides electronic access to job postings and other employment related resources.

Employment Professionals: Any person seeking college students for a job, such as a human resource representative.
Third-Party Recruiters: Agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not-for-profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

POLICY
Individuals who have been successfully admitted, are currently enrolled, or have completed an associate degree or technical certificate from the College are eligible to receive and utilize career development services.

Career development professionals, employment professionals, and third-party recruiters are required to uphold standards of professional conduct. Career development professionals adhere to the National Association of College and Employers’ (NACE) Principles for Professional Conduct and the expectation is that potential employers and third-party recruiters will abide by the same principles and standards.

PROCEDURE
Current students or alumni seeking to start, change or advance their careers should contact their local career development office for information on programs and services.

Students and alumni should be informed of programs, services, upcoming events and resources that will assist them in achieving their career and professional development goals. They should also be informed that career exploration and planning is an ongoing process. A suggested success plan should be developed and timelines established to assist them in achieving student and career success.

In order to assist students and alumni, career development staff, with the assistance of other colleagues throughout the college, will provide:

1. Career advising and exploration through career and personal inventory assessments.
2. Professional document preparation that includes assisting with the creation and critiquing of resumes, cover letters, professional portfolios, and online presence.
3. Interview skills that include teaching interviewing techniques and tips, as well as various interviewing practices through the use of such things as video recording, computer technology, and feedback processes;
4. Networking opportunities that create job leads through the use of faculty, acquaintances, friends, community agencies, business associates, position postings, career fairs, and informational job interviews;
5. Employment research updates that include job market trends and forecast, listing of competencies required to compete in the job market, graduate survey statistics, student resource guides on job searching techniques;
6. Workforce readiness skill development opportunities that teach skills employers look for in college graduates, as outlined by NACE and the Indiana Department of Workforce Development;
7. Educational workshops, career fairs, classroom presentations, access to and information on how to utilize the College’s web-based career management tools.

Principles for Professional Development and Equal Employment Opportunity

Ivy Tech Community College Career development staff subscribes to and endorses the Principles for Professional Practice prescribed by the National Association of Colleges and Employers (NACE) and expects employers using our services to conform to these principles and applicable Equal Employment Opportunity (EEO) laws and related legislation. There shall be no discrimination against any qualified person on the grounds of age, disability, national origin, race, color, religion, gender, political views, marital status, or sexual orientation. Further detail is available from the NACE website and EEO website.

Privacy and Confidentiality

The Family Educational Rights & Privacy Act (FERPA) requires that career development staff will obtain consent from students and alumni before releasing their profile and resume information. Employers may use this information only to fill internship or employment vacancies within their own organization. Any information acquired from profiles and/or resumes may not be disclosed to any other employer or third party, and may not be disclosed to individuals within the organization other than internship or employment purposes. Further detail is available from the U.S. Department of Education website.

HireIvy Usage

Requests for account access to HireIvy will be verified by career development staff to ensure authenticity and bona fide intent to access the system for its intended purposes. Career development may seek additional information to ensure authenticity. Failure to provide additional documentation when requested may result in denial of an account.

HireIvy users who are found to use the system for purposes other than job-seeking may have access summarily suspended pending verification of account activity. Users will be notified when this action occurs, and will be notified of the results of any investigation of unauthorized activities.

Principles for Third-Party Recruiting

Organizations providing recruiting services for a fee may be asked to inform career development staff of the specific employer they represent and the specific jobs for which they are recruiting. When necessary, career development staff may request contact information to verify that the organization is recruiting for a bona fide job opportunity. Career development staff must respect the confidentiality of this information and may not publish it in any manner.

Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online Job Postings and Resume Referral Services must prominently display their privacy policies on their web sites, specifying who will have access to student information. Third-party recruiters attending career fairs will
represent employers who have authorized them and will disclose to Career Services the names of the represented employers.

Career development staff may advise students to approach with caution third-party recruiters who charge a fee. Career development staff members are encouraged to make available to students the NACE publication, "A Student's Guide to Interviewing with Third-Party Recruiters."

**Disclaimer**
Career development at Ivy Tech Community College of Indiana maintains the HireIvy website and tools as a service to Ivy Tech Community College students and alumni for their career development and employment searches. Ivy Tech makes no endorsements, recommendations or guarantees about positions or events listed on its website or posted on the job board. Ivy Tech makes no specific or implied guarantees of employment as a result of obtaining a degree or the taking of any courses. Ivy Tech is not responsible for the safety, wages, working conditions or other aspects of employment. It is the responsibility of the student or alumni to take all necessary precautions when interviewing for or accepting any position. He or she is solely responsible for obtaining or confirming any necessary information concerning an employer.

Ivy Tech Community College of Indiana abides by the principles set forth by the National Association of Colleges and Employers (NACE).

Ivy Tech Community College also provides links to other websites not under the control of the College or Career and Services, and is not responsible for the contents of any site. The College provides these links only as a convenience for its users. Ivy Tech Community College of Indiana assumes no liability for acts or omissions by third parties or for materials supplied by them.

**REFERENCES**
NACE - [www.naceweb.org](http://www.naceweb.org)
Equal Employment Opportunity Commission - [https://www.eeoc.gov/](https://www.eeoc.gov/)

**RESOURCE PERSON**
Vice Chancellor for Student Success