Career Development Services (CDS)

Peircelink Document Posting Guidelines

Employer and Candidate (Students and Alumni) Shared Vision and Responsibility

Peirce College adheres to the Principles of Professional Conduct created by the National Association of Colleges and Employers (NACE). Accordingly, by creating and using a Peircelink account, Candidates (Students and/or Alumni) and Employers agree to follow these guidelines and understand they are personally responsible for their actions while interacting with other account users. Peirce College’s Career Development Services (CDS) reserves the right to close any accounts that fail to comply with these guidelines.

Employers

- Every employer must create an account in Peircelink in order to post positions and/or review resumes
- Employers must be verifiable by CDS
- Employers must exemplify professionalism, ethics and appropriate business etiquette while interacting with candidates

CDS will not allow postings and/or will not approve the following:

- Positions requiring that candidates work in private homes
- Companies that use only a post office box as their address
- Positions that require an initial monetary investment from the Candidate
- Positions that consist of payment for participation as a research subject
- Companies that present questionable recruiting or hiring practices

Candidates (Students and Alumni)

- Candidates must provide accurate information regarding majors, year in school, GPA, employment status or eligibility
- Resumes and Cover Letters must contain full contact information and accurate employment history
- Candidates must research organizations prior to submitting documents, interviewing and/or accepting positions
- Candidates must notify the CDS Center of any concerning recruitment and/or employment practices or activities
- Candidates must exemplify professionalism, ethics and appropriate business etiquette while interacting with employers

CDS will not allow or approve the following:
• Documents that are not reviewed by a member of the CDS staff for grammatical and mechanical correctness
• Documents with information the CDS staff knows to be inaccurate (including academic credentials, contact information and/or work history)