

Career Management Center (CMC)

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Employer Guidelines

Employers and their representatives must comply with IIT's nondiscrimination policy, and comply with all federal and Illinois state affirmative action and equal employment regulations. Any organization that does not adhere to this policy can be denied use of our services. The Career Management Center (CMC) reserves the right to deny an employer, agency, or recruiter access to our services.

Employers obtaining résumés from the CMC are prohibited from releasing the résumés to other employers or third parties unless express written consent is given to them directly by the student. The résumés must be used for the sole purpose for which they are intended.

The Career Management Center reserves the right to investigate complaints by students about employers or jobs posted through our office. If we determine that a complaint is justified, the CMC may choose to deny employer services to the employer involved. The Recruitment Manager will notify the employer in writing should a situation result in this type of a decision.

The Career Management Center does not post job listings or refer résumés to third party recruiters. As part of the IIT System, the University does not grant access to students' résumés to third party recruiters. University employment resources cannot be used for the intention of receiving a fee/commission for services rendered. Third party recruiters may post their opportunities with the CMC and allowing students to contact them directly if they are interested in the represented opportunity.

Definition: Third Party Recruiters (TPR) are agencies, organizations, or individuals recruiting candidates for employment opportunities other than for their own needs. TPR usually receive a commission or fee for placement of the candidate, either from the candidate or the employer, or receives a fee from the employer to conduct a search. Two criteria further define third party recruiters: (1) the party listing the vacancy cannot reveal to the candidate the name of the employer who has the vacancy, and (2) the party listing the vacancy is not the employer but is acting as an agent for the employer.