

Terms and Conditions for Employers - Career Connect

1. Student Leadership Career Development and Employment (University of Tasmania) Team

- The University of Tasmania team provides careers and employment services to University of Tasmania students, alumni and employers.
- Career Connect is a web-based administration system that provides an electronic communication hub between students, employers and the University of Tasmania.
- Career Connect is an online database used to advertise job opportunities and events to University of Tasmania students, graduates and staff.
- The University of Tasmania team reserves the right to accept, alter or reject registrations, postings and event advertisements in Career Connect.
- The University of Tasmania team reserves the right to refuse any person or organisation use of this service.
- Employers are expected to treat students and applicants with respect and confidentiality at all times throughout the recruitment process and keep them informed of the progress and outcome of their application.

2. All advertisements submitted to Career Connect must comply with all relevant Australian and State Laws including Privacy, Fair Trading, Trade Practices, Employment Legislation and Anti-Discrimination Laws.

3. All users of Career Connect must abide by the following policies from the host organisation (University of Tasmania) and the software provider (Simplicity):

- [University of Tasmania Privacy Policy](#)
- [University of Tasmania ICT Services and Facilities Use Agreement](#)
- [Simplicity Privacy Policy](#)
- [Simplicity Terms of Use](#)

4. The University of Tasmania team requires all advertisers to provide the following information:

- The name of the organisation or individual advertising the position,
- The name of the contact person,
- The direct email address, business address and phone number of the organisation, individual or contact person.
- An adequate description of the nature of the work or event being advertised.
- An appropriate rate of pay, or reference to a relevant award or job classification (part time, casual and contract advertisements) or abidance by fair work regulation for unpaid and volunteer positions.

5. Special conditions for recruitment agencies and other third party recruiters:

- Third party recruiters must provide the name of the client organisation to the University of Tasmania team.
- The University of Tasmania team will not disclose the name of the client to anyone unless this is requested by the employer or required by law.
- Only genuine job vacancies and volunteer positions are to be submitted.

6. Types of acceptable advertisements:

- Part-time, casual, contract or full time paid employment
- Volunteer opportunities
- Work experience/work placement/internship opportunities

- Graduate recruitment and vacation employment
- International employment vacancies
- Employment cadetships
- Leadership and professional development opportunities
- Industry events and information sessions

7. The University of Tasmania team will not accept the following advertisements:

- Commission-only jobs
- Independent contracting arrangements that do not require an ABN. E.g. Cash in hand work
- Workplaces at private dwellings or home-based businesses that do not have up to date workers insurance
- Work involving any illegal activity
- Any work which requires the employee to purchase a product or service, or offer a security deposit or similar as a condition of employment
- Any advertisement not advertising a genuine employment or volunteer opportunity.

8. The University of Tasmania team reserves the right to alter, withdraw or reject any advertisement where there is:

- Non-compliance with these terms and conditions;
- Misleading or incorrect information provided;
- Complaints about the advertiser have been received; or,
- The job opportunity is considered to be inappropriate.

9. Liability

- The University of Tasmania team will be under no liability to users and recruiters in respect of any loss or damage and injury (including consequential loss or damage) which may be suffered or incurred or which may arise directly or indirectly in respect of services supplied by Career Connect.
- Advertisers agree to indemnify the University of Tasmania team and its staff against all claims, actions, suits, costs and expenses incurred on any account by the University of Tasmania team as a result of their advertisement.
- Individuals and organisations advertising on Career Connect must abide by our Terms and Conditions for Employers. The University of Tasmania team checks that all opportunities featured on Career Connect comply with our Terms and Conditions; however, we do not accept responsibility for advertisers who provide inaccurate, misleading or false information.
- The University of Tasmania team does not necessarily recommend or endorse any organisations or service providers featured on Career Connect. Employers may opt in (for a fee) to advertise on banners and additional features in the system.
- The University of Tasmania team does not guarantee the successful recruitment or attendance response to any advertisement.
- Employers agree that all information they provide in their advertisement does not breach any laws or rights of the person (including legislation regarding Fair Trading, Privacy, Equal Opportunity and Human Rights).

10. Other Information

Advertisers can lodge advertisements via the internet at any time.

- The University of Tasmania team offers a no cost service to all employers and students.
- All submitted job advertisements need to be approved by the University of Tasmania team before being made available for access by students and graduates. Advertisements are processed during business hours, except for University holidays and public holidays.

- The University of Tasmania team may use employers contact details to:
 - Update them about Career Connect and opportunities available in the system.
 - Clarify job or event details,
 - Alert them to other services to facilitate recruitment,
 - Send career related/employment notices,
 - Undertake labour market research,
 - Ask questions to assist us in managing Career Connect.

For any further information on these Terms and Conditions, please contact:
Career.Connect@utas.edu.au