Hire-a-Falcon Terms of Use (Student/Alumni)

The University of Wisconsin-River Falls Career Services is committed to providing exceptional services for students, alumni and visitors. Our commitment includes respecting your right to privacy. We also want you to understand your obligations in using our services. This policy statement has been developed to let you know about the uses of your personal information, who has access to your data, the information security measures of our online system and our principles of conduct for the use of Hire-a-Falcon.

UW-River Falls Career Services makes no representations or guarantees about positions posted by this office. Students are urged to perform due diligence in researching employers when applying for or accepting private, off-campus employment. We are not responsible for safety, wages, working conditions, or any other aspect of off-campus or on-campus employment.

Privacy Issues

Resume Referral
Employers may request resumes of qualified candidates. By choosing “Yes” to “Refer me to Jobs and Internships”, you are permitting Career Services to provide your resume (with your contact information) to interested employers.

Job Postings
Jobs posted in the system may or may not be reviewed by Career Services staff before posting. Individuals are urged to validate job postings and use caution and common sense when applying online. Do not disclose social security numbers, credit card information or bank account numbers to unknown individuals.

Internet Scams
Payment-forwarding scams contain certain "red-flags" that should alert you to fraudulent job ads. UWRF Career Services screens posted positions, but is many times unable to determine fraudulent postings. Be cautious and aware by understanding some of the known red flags:

- Request for bank account numbers or check deposits.
- Request for Social Security number (SSN) unless you are certain it is for a legitimate reason.
- Request to "scan the ID" of a job seeker, for example, a drivers' license. Scam artists will say they need to scan job seekers’ IDs to "verify identity." This is not a legitimate request.
- A contact e-mail address that is not a primary domain. For example, an employer calling itself "Omega Inc." with a Yahoo! e-mail address.
- Misspellings and grammatical mistakes in the job ad.
- Descriptive words in job postings that are tip-offs to fraud. The list includes "package-forwarding," "money transfers," "wiring funds," "eBay," and "PayPal."

If an employer asks you for any of this information, or if you suspect an employer of running a scam, contact Career Services at career.services@uwrf.edu or (715) 425-3572 immediately and provide the employer name and job title of the posting in Hire-A-Falcon.

Individual Conduct
All students and alumni using Hire-a-Falcon are expected to conduct themselves in a professional and ethical manner throughout their job search process. This includes providing truthful and accurate information in your account. Misconduct or misuse of your account may result in suspension of Hire-a-Falcon privileges.