



# CAREER AND EMPLOYMENT CENTER

Keathley University Center 328  
615-898-2500 ■ career@mtsu.edu

---

## **Lightning JobSource Use Statement**

The Career Development Center utilizes Career Services Manager by Symplicity, Inc. to provide Lightning JobSource, a web-based job and internship listing database, student/alumni database, employer database, and on-campus interviewing management system.

**By participating in Lightning JobSource, I acknowledge and accept the following:**

### **Resume Books**

I can upload my resume and other documents into my Lightning JobSource account to apply for jobs at my own discretion. However, if I want the Career Development Center, or its employer contacts, to have access to my resume for referral purposes, I must take the extra step of **publishing** my resume to a resume book(s). By **publishing** my resume to one of the resume books, I hereby give permission for The Career Development Center and its representatives to release my resume and registration data that I provide in Lightning JobSource. **Publishing** instructions are listed within Lightning JobSource and on the Career Development Center's website.

### **Access to Additional Services**

By using Lightning JobSource, I have access to other career resources that are maintained by third parties over whom the Career Development Center has no control (e.g. Simply Hired, NACE Extended Job Search, etc.). These are provided as additional resources should I choose to use them. I agree to hold harmless, release, and indemnify MTSU, its employees, and assigns, specifically, the Career Development Center and its representatives from any liability in connection with my participation in the Career Services Manager system.

### **Accuracy of Profile Information**

I am solely responsible for the accuracy and contents of my resume and student profile information. The information I have submitted (including future submissions) to the Career Development Center via Lightning JobSource is a truthful and accurate representation of my accomplishments, employment and academic record to the best of my knowledge.

### **Integrity of Position Postings**

I understand that positions are posted in Lightning JobSource by the Career Development Center, employers, and other parties. Due to the volume of jobs received by the Career Development Center, it is unable to research the integrity of each organization or person that lists a position. Therefore, I am urged to undertake this responsibility myself and to use caution and common sense when applying to any position with any organization.

### **Additional Policy Guidelines for On Campus Interviewing (OCI)**

If I choose to interview on campus, I agree to follow the On Campus Interviewing Program guidelines. These are published on the Career Development Center website and communicated frequently via the email address listed in my Lightning JobSource Profile.

If I have any questions, I will contact my career coordinator  
or The Career Development Center at 615-898-2500.