



TERMS AND CONDITIONS FOR HIRING MANAGER USERS

Effective Date: December 1, 2024

1. Eligibility

- a. Government hiring managers must be authorized representatives of state or local government agencies, and use official government email domains for registration or provide documentation of formal recruitment responsibilities on behalf of a state or local government. Only individuals with direct hiring authority or formal recruitment responsibilities within public sector organizations are permitted to access the Civic Match platform.

2. Platform Usage

- a. Access to Civic Match is provided free of charge to qualifying government entities, exclusively for recruiting public sector talent.
- b. Users are strictly prohibited from using the platform for commercial recruitment or third-party staffing purposes.
- c. All hiring activities must adhere to nonpartisan hiring practices, ensuring fair and equitable candidate consideration. All recruitment activities must fully comply with equal employment opportunity guidelines and anti-discrimination regulations.

3. Data Privacy

- a. All candidate data shared through Civic Match is considered strictly confidential. Hiring managers are expressly forbidden from sharing candidate information externally.
- b. Users must fully comply with Work for America's [privacy policy](#). Hiring managers are required to protect candidate personal information with the highest standard of confidentiality.
- c. Platform data may be used exclusively for recruitment purposes, and any potential data access or privacy concerns must be reported immediately to Work for America.

4. Candidate Communication

- a. Hiring managers commit to maintaining the highest standards of professional communication throughout the recruitment process.
- b. Hiring managers pledge to interview at least one candidate who meets the specified job criteria, ensuring a comprehensive and fair evaluation of public sector talent. Additionally, users will provide detailed feedback to Work for America regarding the hiring status of any candidate they interview, supporting ongoing platform improvement and transparency.
- c. Hiring managers may choose to communicate with candidates either through the platform's designated channels, or directly with candidates. If communicating directly with candidates, hiring managers must reference Civic Match by Work for America as the source of the contact information.

- d. Hiring managers must respond promptly to candidate inquiries, provide accurate and comprehensive job descriptions, and consistently demonstrate respect for candidates' professional backgrounds and career aspirations. All interactions should reflect the nonpartisan, mission-driven nature of Civic Match and Work for America.
- 5. **Candidate Screening and Background Checks**
 - a. Government hiring managers acknowledge and agree that Work for America and Civic Match do not conduct comprehensive background checks or identity verification for candidates. Users are solely responsible for performing all standard background screening, identity verification, and due diligence processes required by their specific government agency and local regulations.
- 6. **Platform Responsibilities**
 - a. Work for America reserves the unconditional right to terminate platform access for any user for any reason.
 - b. The platform provides candidate introductions and does not guarantee placement or employment. Hiring managers are solely responsible for candidate screening, interviewing, and hiring processes. Work for America serves as a connection mechanism, not a recruitment agency.

Last updated December 1, 2024