

# Arapahoe Community College Employer Policies for Recruiting

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The Arapahoe Community College Career and Transfer Center facilitates opportunities for students and alumni to interact with employers. We strive to provide relevant and equitable opportunities for our students to develop their educational and career paths and actively collaborate with employers to develop employment and internship opportunities.

## Employer Opportunities for Student Engagement

### **ACC Career Connect**

ACC Career Connect is the centralized and online database system that employers can access to post an unlimited number of jobs, conduct resume searches of students and alumni, view upcoming events and job fairs, and utilize customized recruiting features.

### **Employer Information Sessions**

Employers may choose to give formal presentations on campus about their organization and what qualities they look for in employees.

### **Career Fairs**

Participate in the annual career fair to meet prospective applicants and provide students and alumni with information about your organization and job openings.

### **Promotional Tables on Campus**

Employers can reserve a table on campus for a small fee to connect informally with students and talk about their organization and job opportunities.

### **Present Educational Workshops**

In an effort to expose ACC students to on educational topics from working professionals, the CTC will host workshops featuring employers. Please let us know if you would like to be considered to present.

### **Host a Job Shadow program**

Coordinate a day for ACC students to tour and meet professionals from your organization, listen to presentations from key staff, and network for future employment or internship opportunities.

### **On-Campus Interviewing**

Job vacancies are posted through the ACC Career Connect system. Employers review submitted resumes and may coordinate a time to conduct interviews at the ACC campus. Interviews need to be scheduled 6 weeks in advance to coordinate adequate interview space.

### **Connect with Faculty**

The CTC may potentially connect you with faculty instructors in a specific major.

### **Advertisements**

Additional options (website, bulletin boards) exist for employers to become involved with the ACC, connect with students, and promote their employment opportunities.

## Criteria for Employers

The Career and Transfer Center (CTC) invites employer organizations to use our services provided they meet the following basic criteria:

- The organization must have actual or anticipated employment opportunities that are primarily career-related, full-time or internship opportunities for students or alumni.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers in all publicity, including online job postings and information sessions.
- All conditions for advertised positions must be clearly publicized in the position description.
- Employers are expected to be familiar with and to honor the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](http://www.nacweb.org/principles/), <http://www.nacweb.org/principles/>.

The CTC collaborates with our employer partners who are registered on the ACC Career Connect database system. The following policies are established to determine eligibility of an employing organization or individual to utilize any employer services with the Career and Transfer Center at Arapahoe Community College.

### Eligible Employers

- 1) The employer must have an “employer-employee” relationship in which there are no fees associated with becoming an employee of the organization, not including professional licensure fees that may need to be covered by the employee (ex. Insurance licensing fees to sell insurance, etc.). In addition, the employer must comply with all federal, state, and local Equal Employment Opportunity (EEO) laws and regulations.
- 2) Internships should be paid and/or approved for credit through an ACC academic program. Internships may be unpaid if they provide training, supervision, and evaluation.
- 3) Third-Party Recruiting/Staffing Agencies can participate in career fairs and post jobs on ACC Career Connect only. The following requirements must be met:
  - Provides disclosure of position(s) posted on ACC Career Connect and the employer represented for recruiting activities.
  - Acknowledges that the CTC may verify with employer the third-party recruiter relationship.
  - Provides information concerning ACC candidates employed through the agency.
  - Promises to not use resumes attained from job postings for referral to any other job or employer.
  - Acknowledges that third-party agencies are not eligible for other employer services.

### *Ineligible Employers*

- 1) Any employer who does not meet one or more of the “Eligible Employers” criteria.
- 2) Home-based businesses.
- 3) Network Marketing Organizations and Franchise Business Opportunities. Such organizations are those that engage in one or more of the following practices:
  - Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting others to set up their own business.
  - Requirement of an initial financial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
  - Compensation is often or exclusively in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

### *Employer Conduct*

#### **Sales**

No sales or distribution of products are allowed at recruiting events.

#### **Confidentiality**

Employers are expected to maintain the confidentiality of all student and alumni information. Sharing information about a candidate with another organization is not acceptable unless the employer receives prior written consent from the candidate.

#### **Equal Employment Opportunities**

Employers are expected to avoid discrimination in their recruitment process and follow equal employment opportunity and affirmative action principles. For complete information on the U.S. Equal Employment Opportunity Commission’s [prohibited employment practices](http://www.eeoc.gov/laws/practices/index.cfm), <http://www.eeoc.gov/laws/practices/index.cfm>.

#### **Right to Refuse Service**

The CTC reserves the right to refuse service to employers for reasons including, but not limited to:

- Substantiated complaints by students and alumni.
- Placing candidates under unnecessary pressure to make a decision.
- Positions not likely to be of interest to ACC students and alumni.
- Harassment of ACC students, alumni, staff or faculty.
- Failure to comply with CTC’s Employer Policies.

### *NACE (National Association of Colleges and Employers) Principles for Professional Conduct*

Career services and employment professionals are involved in an important process: helping students choose and attain personally rewarding careers, and helping employers develop effective college relations programs which contribute to optimum candidate selections for their organizations. The impact of this process upon individuals and organizations requires commitment by practitioners to principles for professional conduct. To read the complete text on NACE Principles for Professional Conduct, [click here](#).