

Central New Mexico Community College **Job Connection Center** Guidelines for Employers

Central New Mexico Community College (CNM) Job Connection Center (JCC) is first and foremost committed to working in the best interest of our CNM students and graduates (hereafter referred to be as students.) JCC has established the following recruitment and posting guidelines to assist employers in making recruiting and hiring a professional, fair, and ethical experience. We encourage employers to contribute to a successful recruiting relationship by fully complying with the following policies.

Employer services include, but are not limited to: career/job fairs; on-campus recruiting; employer information tables; employer informational sessions; career-sponsored outreach events at CNM's multiple locations and online job posting service (eRecruiting).

NACE AND EQUAL EMPLOYMENT OPPORTUNITY

Seeking employment is a challenging process for a busy student. JCC supports and enforces the policies listing in "Playing Fair" available on the National Association of Colleges and Employers Website:

<http://www.jobweb.com/studentarticles.aspx?id=902>

In order to provide fair and equitable services to our students and employers, the Job Connection Center office and its clients adhere to the following policies:

Employers must abide by the National Association of College and Employers (NACE) Principles for Professional Conduct and to the Equal Employment Opportunity (EEO) recruitment and employment guidelines and laws established by Federal and New Mexico governments. (See above link)

RIGHT TO REFUSE SERVICE

While the Job Connection Center (JCC) of Central New Mexico (CNM) Community College reserves the right to refuse services to those seeking to employ CNM students, we provide a free job listing service to employers. We are not a placement agency providing any background information about students.

We reserve the right to refuse service to employers for factors such as the following:

- Providing fraudulent information and/or misrepresenting positions or company information through dissemination of dishonest information or absence of information to the Job Connection Center or to students
- Receiving complaints from students regarding improper or illegal recruiting or employment practices or harassment
- Breaching of confidentiality of student information without prior written consent of the student
- Requiring, at the time of application, personal information such as bank and Social Security numbers or photo of the applicants
- Offering positions not likely of interest to college students
- Requiring students to pay personal funding to obtain the position

- Failing to adhere to JCC's policies and/or violating the CNM equal opportunity regulations and rules, and local, state or federal laws
- Failing to accurately describe the responsibilities and requirements of the employment opportunity in all publicity, including publicity for employer information sessions.
- Any position that the JCC staff deem in appropriate for CNM students and graduates.

Companies or organizations that hire independent contractors or do not provide a W-2 may possibly use services on a case- by-case basis when it is determined to be in the best interest of the student.

Job Connection Center does not provide services, rooms, tables, scheduling or sponsorship if:

- The employment opportunity involves on-campus solicitation of the company's products, posting of company's materials, or sale/distribution of products and services
- The organization is sponsoring an individual to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses
- The organization requires an initial payment or investment – with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies
- The organization fails, for any reason, to provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements.

Services Provided to Third-Party Agencies

Third-party recruiters are defined as agencies, organizations or individuals recruiting candidates for employment opportunities other than their own needs. Third-party recruiters using JCC services are expected to follow the same policies and procedures established for recruiters representing their own organization. In addition, third-party recruiters are expected to adhere to several specific practices to ensure open and accurate communication with CNM students.

Job Connection Center will provide assistance to third-party agencies only when a third-party recruiter meets the following conditions:

- Meets the NACE and EEO policies and laws described above
- Charges no fees to the candidate
- Reveals to JCC the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits JCC to verify the information by contacting the named client if needed
- Provides a position description to JCC for valid openings

Third-party recruiters are allowed to interview on campus or participate in career fairs when the above conditions are met. Job Connection Center may require the name of the employer being represented to be identified on all announcements.

On-Campus Recruiting

- Recruiters seeking to schedule on-campus interviews are required to provide JCC with a description of the recruiting process used to fill the schedule, as well as a copy of the interview schedule prior to the interviews
- JCC requires a Simplicity job posting before scheduling support for recruiters for on-campus recruiting
- Interview rooms attached with JCC employer on-campus visits may be complimentary.

Cancellation & No-Show Policy

If it is necessary to cancel an interview or on-campus table for recruitment, please do so as far in advance as possible. Space is in high demand, and your early cancellation will allow Job Connection Center to re-assign resources.

Career Fair

Typically Job Connection Center holds one job fair annually. The job fair participation is by “invitation only.” Invitations are based on job opportunities an employer might have now or in the near future that would be of interest to our students. Also, determination will be based upon the partnership the employer has established with CNM in the past year(s). All requests will be considered, and the Director will determine invitations that will be extended.

Career/Job Fairs

- Career/job fairs are designed to provide a venue for sharing employment information only. They are not intended for recruiting other businesses or for selling products and/or services.
- Please abide by cancellation rules
- Participants that do not comply with JCC/CNM policy may be asked to leave the event and may be denied future registration
- All career-related recruitment events must be approved by and scheduled through the JCC office.

Posting Jobs at CNM

- Jobs posted on the CNM Simplicity website will automatically be assigned an expiration date of 30 days from the post date. Employers may select an expiration date earlier than the 30-day default. If the expiration date is beyond the 30 days selected, JCC will correct the date unless other arrangements have been made in advance.

Requests from Organizations to Target Only Specified Audiences

- JCC office at CNM maintains and promotes a policy of non-discrimination and non-harassment on the basis of race, religion, color, sex, age, disabilities, marital status, sexual orientation, national origin, and citizenship. We provide services only for employers whose hiring practices are non-discriminatory according to federal and state laws.
- JCC office will advertise opportunities that target specific populations if the organization also agrees that it will consider other students or have opportunities open to all interested students.

Grievances

The Job Connection Center will investigate complaints by users of our services about job postings, employers, or career events. If the Director determines that a complaint is justified, JCC may choose not to sponsor recruiting activities for the employer involved.

Any grievances from an employer must be in writing and addressed to the JCC department.