

Key Career Place Cuyahoga Community College Recruiting Policy & Disclaimer

1. Disclaimer

Key Career Place at Cuyahoga Community College is responsible for the supervision of the off-campus student employment program at the College. Key Career Place in its provision of services to students, alumni, community job seekers, and off-campus employers makes no representations or guarantees regarding the opportunities listed on its web site and is not responsible for the wages, safety, working conditions or other aspects of off campus employment. It is the responsibility of the students, alumni, and community job seekers to take the necessary precautions when interviewing for and accepting part-time, full-time and/or internship positions.

In addition, Key Career Place's website contains links to other websites as a convenience to our students and is not responsible for the content of these sites. The opinions and views associated with these linked sites are not necessarily those of Key Career Place. Please forward any concerns regarding links and/or broken links to the Webmaster at keycareerplace@tri-c.edu.

2. Equal Opportunity Employment (EEO)

Key Career Place and Cuyahoga Community College adhere to EEO guidelines and offer employment without regard to race, color, religion, gender, national origin, sexual orientation, disability, citizenship, or identity as a disabled veteran or veteran of the Vietnam era unless legally required. Furthermore, in good faith, Key Career Place works only with those employers who subscribe to EEO guidelines. In addition, Key Career Place abides by the principles set forth by the National Association of Colleges and Employers (NACE), which can be found at <http://www.nacweb.org/principles/default.htm>.

3. Third Party Recruiter Policy

The policy of Key Career Place is to educate students, alumni, community job seekers, faculty, and staff regarding a wide variety of job search strategies, including third party employment services. Individuals can then determine whether utilizing these services will be of benefit to them. Key Career Place does not investigate, endorse, or recommend any third party employment services.

Definition:

According to NACE, the National Association of Colleges and Employers, third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs. This definition includes, but is not limited to, employment agencies, search firms, contract recruiters, and resume referral firms.

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Third Party Recruiter Services:

- Third party recruiters who are hiring for positions within their own organization may be granted on-campus recruiting privileges (excluding online resume search).
- Third-party recruiters who are hiring for positions outside their own organization may have positions posted (excluding online resume search) provided that upon request of a Key Career Place staff member, they provide the name of the clients they represent within the job descriptions. Key Career Place reserves the right to verify this information.

Temporary Agencies or Staffing Services:

- Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are *employed and paid by the agency*.

Conditions:

By participating in these services, organizations agree that they will adhere to EEO standards in all recruiting activities, that no fee will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.

4. Prohibited Job Postings

- All positions that would employ students for a private individual (i.e. babysitter, tutor, caretaker, etc.) or at a personal residence.
- Jobs and internships that are compensated only by commission.
- All positions that require a fee payment prior to employment (entrepreneurial employers).

Key Career Place defines entrepreneurial employers as those organizations that require the job seeker to make an initial financial investment or fee payment as a condition of employment. Entrepreneurial employers also include those organizations that provide financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire's commission. Furthermore, entrepreneurial employers will not be provided with any online or on-campus recruiting services through Key Career Place at Cuyahoga Community College.

Key Career Place adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time.