

# **Southeast community college**

Southeast Community College Placement Center Services website is designed to provide SCC students and alumni with access to career opportunities.

## **NACE and Equal Employment Opportunity**

In order to provide fair and equitable services to participating job seekers and employers, SCC Placement Center Services recommends that employers using these services adhere to the following policies:

- The National Association of Colleges and Employers (NACE) Principles for Employment Professionals
- All applicable federal and state Equal Employment Opportunity (EEO) recruitment and employment guidelines and laws

## **Right to Refuse Service**

SCC may choose not to activate employer postings for factors such as the following:

- Failure to adhere to NAE and/or EEO guidelines
- Positions not likely to be of interest to college students or alumni. Preference will be given to positions which will enhance programs of study at Southeast Community College
- Misrepresentation by dishonest information or absence of information
- Fraud
- Student or alumni complaints
- Unsafe work environment
- Harassment of students, alumni, or staff
- Breach of confidentiality/misuse of information
- Excessive outlay of personal funding required to obtain the position
- Third party recruiters (see additional guidelines below)

## **Third Party Recruiters**

Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs. In addition to guidelines set forth above, third party recruiters may use SCC Placement Center Services only if the third party recruiter:

- Charges no fees to the candidate
- Reveals to SCC the identity of the employer being represented and permits SCC to verify this information by contacting the named client. After posting a job listing, send an email directly to [placement@southeast.edu](mailto:placement@southeast.edu) providing the name of the company you are working with. This information remains confidential. If SCC is currently working with that company and has that job posted, you will be notified and your request will not be approved in order to avoid duplicate job postings.

## **Resume Access**

- Southeast Community College will not grant resume access to home-based businesses, personal e-mail accounts, or third party recruiters. Any employer requesting resume access must have jobs actively posted on the website. Inappropriate use of the resume search option will result in immediate and permanent loss of access. SCC reserves the right to deny resume access to any employer.

## **Career Fair Attendance Rules for Third Party Recruiters**

Third Party Recruiters are not eligible to participate in the Career Fairs unless recruiting under the following parameters:

- Third-party recruiters will only recruit for positions which students would be a direct employee of the third-party recruiter. This means the employee is paid by the third party recruiter and not by the client-company.
- If recruiting for client-company, third-party recruiters can only recruit for ONE client company. No exceptions.
  - Third-party recruiters must represent only one client-company and this is visible and made known to students. Students should be informed of the application protocol, as well.
  - Collateral and presentation must clearly represent the client-company not the third-party recruiting agency.
  - Third-party recruiters cannot distribute agency collateral as this represents a business-to-business effort or can be misconstrued as multi-client representation.
  - Third-party recruiters will not act as a hiring agent for multiple client companies in which the placed employee is paid by the client-companies.
- Third-party recruiters will not approach participating career fair employers for the purpose of developing their company's client base or to conduct business-to-business activities.
- Third-party recruiters will disclose to the Placement offices all positions and the company they are recruiting for and post those positions on their table at the fair.
- Third-party recruiters will not collect student résumés for the purpose of building data bases for any future employment opportunities. Résumés will be collected only for current openings.
- Third-party recruiters will clearly explain to students the type of position they are applying for (Permanent or Temporary to Permanent) and the placement locations.

