

POLICIES PERTAINING TO EMPLOYERS

Equal Employment Opportunity (EEO)

The State University of New York (SUNY) and Onondaga Community College Career & Applied Learning Center (CAL CENTER) adhere to applicable federal and state EEO laws, regulations, standards, and guidelines, and offer employment information without regard to race, color, religion, gender, national origin, sexual orientation, disability, or identity as a military veteran unless legally required. Furthermore, in good faith, the CAL Center works only with those employers who subscribe to EEO guidelines. With regard to professional conduct of job seekers, employers, and career centers throughout the recruitment process, the CAL Center abides by the principles set forth by the National Association of Colleges and Employers (NACE).

<http://www.nacweb.org/principles/annotated.htm#employment>

The CAL Center reserves the right to discontinue services to employers who have violated EEO and NACE guidelines.

- Each employer that recruits Onondaga students or alumni must submit a copy of their Equal Opportunity Statement to be placed on file in the CAL Center.
- Advertising of full-time and part-time jobs and internships will be posted online on the Center's "Current Jobs". Webpage postings can be submitted through e-mail, fax, telephone and postal mail.
- Job descriptions must be clear and concise. We suggest that your description focus on each of the following: education; experience; technical skills/abilities; and personal characteristics required.
- All postings will be maintained by the CAL Center. Flyers shall **not** be posted on bulletin boards or placed in any location on campus, including but not limited to classrooms, windows, doors, poles, car windshields or any other structure.

Third Party Recruitment

- Third-party recruiters are welcome, but they must confidentially disclose the name of the primary employer for whom they are advertising. The first third-party recruiter who lists the position with the CAL Center will be granted sole source status, unless the primary company contacts us directly. We only post positions that are company-fee based. No charges to the applicant/student will be accepted.
- Third-party recruiters must comply with the requirements of the Family Educational Rights and Privacy Act, and can only release candidate information with written permission of the applicant. Disclosure of candidate information, including to the client employer, is not permitted unless express permission is given by the applicant, and may be done so only for a specific listed position.
- The agency must provide a specific job description and all requirements within all job listings; including any position that is "commission only" or sales based.

Feedback from candidates regarding possible discriminatory screening and/or referral practices will be carefully reviewed with the agency and unsatisfactory resolution may result in discontinuing recruitment privileges to the agency.

Entrepreneurial/High-Risk Employment Opportunities

The CAL Center reserves the right to review all employment opportunities and reject or place conditions upon those deemed "entrepreneurial/high risk". This means that a student/candidate engaging in this opportunity will be required to make an initial financial investment with no certainty of financial return. Further, to be successful a student/candidate entering into this opportunity may require skills not yet obtained. Once this determination has been made, a letter will be sent to the employer confirming this ruling and outlining the procedures required to recruit as follows:

- Any job posted will require the following text to be prominently displayed in size 12 font or larger.

"This position requires an initial investment of money. There is no guarantee that you will recoup this money if you are unsuccessful in this opportunity. You may be required to possess sales and/or communication skills not yet obtained. You may wish to discuss this opportunity with an Employment Coordinator in the CAL Center."

- Participation in our Job Fair, mini-job fairs, or on-campus recruitment will require that each candidate read and sign the following before being interviewed:

"I understand that this position requires an initial investment of money. There is no guarantee that I will recoup this money if I am unsuccessful in this opportunity. I may be required to possess sales and/or communication skills not yet obtained. I understand that discussing this opportunity with a CAL Center employment coordinator may be advisable."

I, _____ (name) have read the above advisory

Signature

Date

This form must be delivered to the Career & Applied Learning Center immediately after each on campus recruitment event.

Right To Refuse Service

Onondaga Community College is committed to the principles of equal opportunity. Accordingly, the Career & Applied Learning Center reserves the right to deny requests from any employer whose posting, policies or procedures appear to violate the College's commitment to equal opportunity and fair treatment for all. Additional factors that may lead to exclusion from recruitment activities at Onondaga Community College include: fraud, misrepresentation, breach of confidentiality; complaints by or harassment of OCC students, alumni, or staff; failure to adhere to college policies and/or any violation of federal, state and local laws; requiring personal information (e.g. bank and /or social security numbers) when not part of the interviewing/hiring process.