

CPCC CAREER SERVICES

On-Campus Recruiting

Employer Expectations

In order to complete your recruiting request, please review and check the box next to each line to indicate that you have read and agree to the policies for On-Campus Recruiting/Career Fair Participation:
www.cpcc.edu/career/employers/policies.

I have read the policies and confirm my organization meets eligibility criteria to recruit on campus.

I agree that all positions being recruited for are paid positions.

If I am not the primary recruiter attending the event, I agree to pass all relevant information on to the primary contact to ensure their compliance with the outlined policies.

Career Services strives to reflect the following values in all activities it conducts. It is expected that employers will also embrace and comply with these values during On-Campus Recruiting:

Education – Career Services and employers/agencies encourage students to remain enrolled and in attendance of classes through completion of the student’s educational goals.

Honesty and Openness – Career Services requires students and employers to provide accurate information about employment opportunities. Students and employers who intentionally provide dishonest or inaccurate information are no longer eligible to participate in the services provided.

Fairness – Career Services requires that employers utilize fair hiring practices and comply with equal employment opportunity (EEO) practices in all recruiting activities.

Respect – Career Services encourages students as well as employers to make informed and intelligent employment decisions without undue pressure. Once a decision is made about employment, all parties are encouraged to communicate the decision within a reasonable time frame.

Legality – Career Services expects that employers will comply with federal, state and local laws and regulations related to labor and employment.

Integrity - Career Services expects that employers will not seek favorable treatment or special favors as a result of gifts, contributed services, or financial support.

Accountability – Career Services collects information from employers about their recruitment activities in order to document how Career Services activities meet the needs of students and customers.

Expectations for Conduct While On-Campus

- All on-campus recruitment must remain in the agreed-upon location (behind, beside or directly in front of the recruiting table) and may not recruit outside of that location unless approved in advance by Career Services.
- All recruiters will be expected to check in with Career Services staff and provide confirmation of their affiliation with the organization they are representing.
- On-campus recruitment activities cannot be combined with the marketing and/or sale of products or services to students.
- Central Piedmont Community College promotes an environment free from harassment. Prior to scheduling an on-campus recruiting visit, please review our Title IX Policies and Procedures (<http://www.cpcc.edu/titleix/title-ix-policies-and-procedures>) to ensure that your organization is conducting itself in an appropriate manner at our campuses.

Recruiters who do not adhere to these guidelines may be suspended from our on-campus recruiting program.

I have read the above information and agree to comply with each of the above expectations

Signature

Date

Organization

Please email to our office by clicking the button below, or print and fax to 704.330.6036.