



## *Recruiting Procedures for Employers*

Career and Transfer sponsors employers seeking to fill positions for employment and experiential learning opportunities. Any employer using our services, including but not limited to, job postings, resume referrals, on-campus recruiting, employer meet-ups, or requesting space for tables should be registered with *San Jac Works* and have an active profile.

### **Recruiting and Procedures for Employment Professionals**

Employers are invited to use *San Jac Works* if they have current and/or anticipated full-time or part-time job opportunities, career-related paid or unpaid internships, co-op positions, volunteer opportunities, and summer jobs. San Jacinto College considers full-time or part-time positions as a career opportunity which is:

- A salaried position, which is not 100% commission-based;
- Does not require the candidate to pay a fee for training, purchase a membership, and/or products for the position – such as in multi-level marketing positions;
- The position should require an employee to complete routine new-hire paperwork (such as I9 or W4's).

San Jacinto College's Career and Transfer office follows the strict standards of *Professional Conduct for Career Services and Employment Professionals* through the National Association of Colleges and Employers (NACE). Approved participating employers are encouraged to be familiar with and to abide by these principles.

[NACE Principles for Professional Conduct for Career Services and Employment Professionals.](#)

### **Recruitment and Scheduling Procedures**

Employer representatives are expected to comply with Equal Employment Opportunity regulations and related legislation in their recruitment and hiring practices (job postings, on-campus recruiting, campus visits and job fair attendance). Consideration should be afforded to all candidates without regard to race, religion, color, sex, disability, sexual orientation, national origin, or age.



## **San Jacinto College Equal Opportunity Statement**

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice President of Human Resources, 4620 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.

## **Employment Practices for Third Party/Contract Recruiters/Staffing Agencies**

Third parties (employment/staffing agencies and search firms) may use *San Jac Works* for **job postings only** provided that they:

- Charge no fees to the candidate;
- Provide the name of the client company that they are working with for staffing needs;
- If requested, provide a position description for valid openings;
- In accordance with the Family Educational Rights and Privacy Act, release candidate information provided by the college exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted;
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

## **Unpaid Internships**

San Jacinto College's Career and Transfer office believes that experiential learning opportunities, such as internships, add to the overall college education experience. In some instances, employers leverage unpaid internships to assist students in gaining real world job experiences. In these situations, we ask employers to consider the following guidelines from the [Department of Labor](#) before posting unpaid experiential learning opportunities:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.



**Nondiscrimination:** *In their execution of this agreement, all contractors, subcontractors, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.*

For additional federal government guidelines and standards on internships, please see the [Fair Labor Standards Act Advisor](#).

All employers must comply with the above conditions in order to be approved to use *San Jac Works*. Third party participation is limited to job postings.