



## TCC Career Services Employer Recruiting Policy

The Career Services staff at Tulsa Community College strives to build and maintain relationships with employers who can provide part-time positions, full-time positions, and other opportunities for Tulsa Community College students and alumni. We welcome the opportunity to partner with your organization.

### **Policy Definitions**

Tulsa Community College- referred to as TCC throughout the remainder of the document. TCC refers to all campuses. To view all TCC campus locations visit, <https://www.tulsacc.edu/campus-locations>

College Central Network (CCN) - A job listing and posting platform exclusively for TCC students and alumni. College Central Network (CCN) allows students to view employment openings locally and nationwide.

Third Party Recruiters- defined according to the National Association of Colleges and Employers (NACE) as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

Employers- Deemed by TCC and Career Services to be legitimate organizations with verifiable: business name, physical address, email address, phone number, and the name of a contact who can be reached at the address listed by telephone and email.

### **Approved Employers recruiting at TCC must agree to and abide by the following:**

1. Will comply with the nondiscrimination requirements of Equal Employment Opportunity (EEO), Age Discrimination in Employment Act, Americans with Disabilities Act, and Title VII of the Civil Rights act of 1964.
2. Will comply with policies and guidelines of TCC and Career Services.
3. Will comply with employment guidelines designated by the U.S. Department of Labor as well as local, state, and federal laws, including but not limited to the Fair Labor Standards Act.
4. Will follow the Principles for Ethical Professional Practice as outlined by the National Association of Colleges and Employers (NACE). <https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>

5. Will cooperate with TCC in any inquiry regarding the recruiting process including providing the names of any candidates interviewed and/or hired.
6. Will not ask or allow any TCC employee to screen applicant materials (resumes/cover letters, transcripts, references, etc.) for any purpose, including the TCC employee's advisement on which applicants should be interviewed, recruited, or hired.
7. Will make reasonable accommodations for individuals with disabilities so that they may participate in the recruitment process.
8. Will ensure that alcoholic beverages will not be a part of the recruiting process.
9. Will clearly identify the name of the employing organization, job title, job description and rate of compensation.
10. Will not solicit or sell products/services or offer any financial promotional offerings during the recruiting process.
11. Will not use or disclose student information for any reason other than recruiting purposes for the posted position, including selling student information to other entities for a fee or other forms of compensation.
12. Will have an employer-employee relationship for the positions they are recruiting. Employers recruiting for independent contractors, 100% commission jobs, and positions which would require filing a 1099 Tax Form are all excluded from utilizing recruitment services provided by Career Services.
13. Will not charge any fees associated with becoming an employee of the organization, other than professional licensure fees for career employees that may be necessary to be paid by employee.
14. Will reserve space for any on-campus visits including but not limited to recruitment tables, student interviews, presentations by contacting the TCC Career Services office.

*Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; failing to comply with established agreements between Career Services and the employer (verbal or written); revoking a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of TCC students, alumni, staff or faculty; failure to adhere to Career Services policies and/or any other violation of TCC rules and regulations.*

### **Job postings**

All job listings are posted at the discretion of Career Services. Career Services abides by the principles set forth by NACE and expects employers who use its services to adhere to EEO guidelines. Job postings appearing to discriminate against applicants based on race, color, religion, creed, age, national origin, veteran status, sexual orientation, gender identity, disability, or gender will not be approved. Career Services also reserves the right to refuse to post jobs that do not support the interests of TCC.

The following job types will not be allowed on College Central Network (CCN), TCC's online job board:

1. No compromising positions such as adult entertainment, escort services, presentation modeling, or similar activities.

2. No positions that pay for work in cash
3. No jobs/internship that require out of pocket expense from the student (other than transportation)
4. No jobs/internships that discriminate against designated groups
5. No positions soliciting the donation of plasma, reproductive gamete, or other organ donation.
6. Companies that require an enrollment fee, start-up cost, or the purchase of equipment or inventory, are not permitted to use CCN.
7. Any position seeking a candidate to promote a product, service, or website to other students on campus will not be posted. Examples include: campus brand ambassadors, campus managers/ reps, campus marketing assistants, selling advertising for student-driven products (apps, coupon services, etc.)
8. Unpaid or volunteer opportunities are not allowed on CCN. Post local volunteer opportunities on <https://www.volunteermatch.org/>
9. Positions that do not comply with minimum wage rates set forth by the United States Department of Labor's Fair Labor Standards Act (FLSA).
10. Positions of employment in private households cannot be posted on CCN.
11. TCC does not allow a company to promote a specific job search engine or employment matching service on College Central Network. Examples might include sites that match tutors, teachers, nannies, work from home positions, or personal assistant services.

### **Work Authorization**

The Immigration and Nationality Act (8 U.S.C. § 1324b(a)(1)(B)) prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee.

Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. U.S. citizens, asylees, refugees, recent permanent residents, and temporary residents are protected from citizenship status discrimination.

Career Services prohibits any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.

Employers recruiting at TCC will have the opportunity to select one of the following options related to identifying jobs posted on College Central Network (CCN):

1. Permanent U.S. Work Authorization Required
2. All Work Authorizations Accepted
3. Other Work Authorization Required

In compliance with the provisions of the Immigration Reform and Control Act (IRCA), job postings and interview appointments will be made available to interested students who are authorized to work full-time in the United States regardless of their citizenship status, unless U.S. citizenship is legally required. If citizenship is legally required for your company, please indicate this as such on your job posting.

Employers may refer to the following for additional information:

Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at <http://www.justice.gov/crt/about/osc>

Department of Justice Best Practice for Online Job Postings  
[www.justice.gov/crt/about/osc/htm/best\\_practices.php](http://www.justice.gov/crt/about/osc/htm/best_practices.php)

US Department of Labor at  
[www.dol.gov](http://www.dol.gov)

### **Third Party Recruiters**

TCC recognizes a variety of third-party companies exist in today's competitive business world. In an effort to help provide every possible employment opportunity to our registrants, we choose to work with selected third-party employment services that meet College approval. If the agency is unable to comply, Career Services will be unable to provide services to the agency.

To safeguard our College, our staff and our graduates, we carefully examine each agency that approaches us for services and require they agree to the following criteria:

1. No fees are charged or assessed to the candidates with whom this third-party recruiter provides service. If fees are assessed by this agency, then all are to be paid by the employer.
2. The third-party recruiter must actually be representing an organization and recruiting for a legitimate job within that organization. The third-party recruiter understands and expressly agrees that it shall provide any candidate materials only to the employer it is currently representing. Should Career Services discover the third-party recruiter re-discloses information to another employer, the College will cease working with the third-party recruiter and require the return of all candidate information previously distributed. a. Any student information disclosed by Career Services is for a single use

only and not to be retained or re-disclosed for future contracts by the third-party recruiter. The third-party recruiter agrees to ensure that any re-disclosure of student information for other purposes, including other recruiting contracts, will occur only with the written consent of the student/alumni.

3. The third-party recruiter will disclose the name, address, telephone number, and primary contact person the agency is representing; and gives Career Services permission to contact the employer to verify contract, job or any related information should it be deemed necessary.
4. The third-party recruiter gives their permission to disclose any and all information with prospective candidates who may inquire, if deemed necessary. Career Services will endeavor to guard the identity of confidential clients who have contracted with the third-party recruiter but reserves the right to disclose information to our candidates.
5. The third-party recruiter agrees to comply with the nondiscrimination requirements of Equal Employment Opportunity, Age Discrimination in Employment Act, Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964.
6. Third-party recruiters will abide by Career Services general employer policies in addition to third-party policies.
7. Third-party recruiters' job postings are free to third-party companies year-round; Career Fair registrations are subject to terms and fees.
  - a. Job postings must be posted under the third-party employer account and not from the third-party client without prior written approval from the client being serviced.
  - b. Career Services will not post positions from job posting organizations or resume referral services that collect data on job seekers and display job opportunities to which job seekers may apply.

### **Campus Visits**

Career Services only offers recruitment table space to organizations for student employment for presentations and information sharing. Sales and solicitation of other goods or services of your organization is prohibited. For campus visits not pertaining to student employment, please visit, <https://www.tulsacc.edu/facilities-use-and-leasing>