



## Job Placement Guidelines for Employers

*The following guidelines apply to all employers offering full-time, part time, and internship opportunities for Lone Star College (LSC) students and alumni.*

To recruit students for employment, employers must abide by the **National Association of Colleges and Employers** (NACE) [Principles for Professional Practice](http://www.nacweb.org/principles) (www.nacweb.org/principles) and the **Equal Employment Opportunity Commission** (EEOC) guidelines: [Employer/Prohibited Practices](#) and [Overview](http://www.eeoc.gov) (www.eeoc.gov).

- We recommend that employer be familiar with NACE and EEOC standards prior to registering on LSC Job Placement website.

Regulation requirements to post a position on the college student job board or participate in LSC Job Placement (LSCJP) and/or LSC Career Services (LSCCS) activities are as follows:

- **Lone Star College Job Placement (LSCJP) will approve job postings for our job placement website BASED ON LSC DEGREES AND CERTIFICATIONS.**
- Full-time/part-time and internship openings must pay at least a minimum hourly wage as mandated by law.
  - Hourly and/or salary wages must be clearly stated and the commission-base structure, if applicable, must be fully explained in the posting.
  - Commission-only positions will be denied for posting.
  - Base salary plus commission positions will be reviewed and considered on an individual basis.
- Positions must comply with federal and state affirmative action and equal employment opportunity regulations (outlined by EEOC).
- Positions must be with established companies that provide competitive employee benefits.
- Employers **must** provide the following information to post a job vacancy: **organization name and contact information, products or services provided, job description, compensation, company website. Full disclosure to Career Services and students is required. Positions not clearly stating job responsibilities/duties will not be posted.**
- Lone Star College has the right to deny job posting privileges uncontested and at any time.
- Employers must provide information on students hired through Job Placement postings, including names, rates of pay, hours worked per week, and beginning dates (as requested). Reporting procedures will be explained by LSCJP after registration is completed.

**Experiential education opportunities (i.e. internships and co-ops) are required for students in many of our workforce certificate and degree programs. We encourage employers to post opportunities that offer career-track synchronization with our certificate and degree programs.** If you are posting an internship/co-op position, please identify if it is paid or unpaid.

## **Restrictions:**

**The following employment opportunities are strictly prohibited from our job boards, job fairs, and all other on-campus recruiting activities:**

- On-campus solicitation, sales, or posting of materials, products or services.
- The sale of items that may be considered a health risk to the consumer (i.e. electronic cigarettes, tobacco items, firearms, etc.)
- Direct marketing opportunities that require the purchase of or reimbursement of payment for equipment.
- Requirement to pay a fee to participate in a work experience or for training.
- Requirement to purchase or rent any type of sales kit or presentation supplies (example: multilevel marketing).
- The initial start-up/out-of-pocket expense (commission only) incurred and not reimbursed.
- Positions with companies unable to provide adequate information about their services and/or specifics about their job opportunity.
- Recruitment for
  - inside and outside (door-to-door) direct marketing sales,
  - telemarketing
  - multi-level marketing
  - time-share sales home based businesses
  - independent contractor
  - investment/security organizations
  - in-home child care/ personal caregiver/tutoring
  - franchise
  - third-party debt collectors
  - distribution opportunities
  - sale of merchandise (on and off campus), services or products
  - polling or surveying of students
  - fundraising or petition drives
  - recruitment of students for educational programs and/or training outside of LSC.
- Multi-Level Marketing Sales and Marketing where the sales force is compensated for personal sales and also multiple levels of compensation that may be generated through other salespeople they recruited.
- Companies based outside the United States.

## **Special Groups**

1. **Third Party Recruiters** must be representing specific employers who have contracted with them and must disclose to **LSCJP** the names of the represented employers. Prohibited activities are outlined in the “Restrictions” area above.
  - *Third Party Recruiters* may only disclose student information for the open and advertised position. Any other disclosure of student information must have the written consent of the student.
2. **Competitive Educational Institutions of Higher Learning** whose programs, certificate and degrees are in direct competition with those offered by Lone Star College will not be permitted to post their competitive positions.
3. **Child Care Providers:** Employers must post their state approved license number in the company description area on their **Employer Registration** and on their **Job Posting**. The accreditation process required by the **NAEYC (National Association for the Education of Children)** is a benchmark of quality.
  - In-home child care facilities are not permitted to register for access to post their positions on the college job board or participate in a job fair.
4. **Tutoring Service Providers** are required to be registered with the **Texas Educational Agency as Supplemental Educational Services Providers** and provide registration certification information on our Employer **Registration Form**. To protect and safeguard our students, in-home tutoring organizations that require individuals to travel to independent households will be denied access to our college job board.
5. **Language Schools Services:** To protect and safeguard our students, in-home language school services organizations that require individuals to travel to independent households will be denied access to our college job board.
6. **Telemarketing Organizations/Companies** are required to provide a complete description of the positions and the salary structure. **Review regulations above about commission sales and other type of regulated salary structure.** Positions not clearly stating job responsibilities/duties, salary and other responsibilities will be denied.