Lone Star College System Career and Talent Acquisition Services Guidelines for Employers

The following guidelines apply to all employers offering part-time/full-time employment internship and freelance opportunities for Lone Star College System students.


We recommend that employer be familiar with NACE and EEOC standards above prior to registering and posting their positions on Career Connection.

Regulations requirements to post a position on the college job board or participate in LSCS Career and Talent Acquisition Services activities are posted below:

- Full-time and part-time jobs must pay at least minimum hourly or salaried wage.
- The hourly wage must be clearly stated and the commission base structure completely explained in the posting.
- The position must comply with federal and state affirmative action and equal employment opportunity regulations.
- Commission only positions will be denied posting.
- Positions that initially offer a small base salary with commission where the eventual income (after a probationary period) will progress to a total commission only bases.
- Where benefits and/or trading of the base salary for an increase in commission rate is negotiated.
- Base-salary plus commission full-time and part-time positions will be reviewed and considered on a one on one basic.
- Positions must be with established companies that provide competitive employee benefits.
- Lone Star College has the right and decision to deny an organization job posting privileges uncontested.
- The employer must provide the necessary information needed to post a job vacancy (organization name, products or services provided, compensation information, job description, organization literature, etc.). Full disclosure to Career Services and students is required. Positions not clearly stating job responsibilities/duties will not be posted.
- Employers must provide information on students hired through Career Services postings, including names, rates of pay, hours worked per week, and beginning dates (as requested). The employer can post this information directly in the Offers/Hires section on the College Central Network. We will review this information on a regular basis. Employer may also e-mail or phone us with the information. Employers who fail to comply with our request for placement activities may be denied future access to the college job board.

The employment opportunity may or may not require a college degree. 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 both internships and co-op opportunities that offer career-track synchronization with our certificate and degree programs. Internships and co-ops can be paid or unpaid. If you are seeking an Internship or co-op, please identify if it is paid or unpaid.

Many students have financial obligations to pay for the cost of their education, books and other personal incidental and need to supplement these expenses with a part-time job. We recommend that employers consider offering them some type of compensation. This of course is at their discretion.

Third Party Recruiters must abide by the “Principles for Professional Conduct for Career Services & Employment Professionals” as published by NACE (The National Association of Colleges and Employers).

Third Party Recruiters

- Third Party Recruiters must be representing specific employers who have contracted with them, and must disclose to LSCS Career and Job Placement Services the names of the represented employers.
- Third Party Recruiters will be allowed to post positions if they provide, in the job posting, the name of the organization for which the third party is providing recruiting services. They must state that there are no fees for their services.
- Third Party Recruiter may not promote a student employment opportunity that involves on-campus solicitation, sales, or posting of materials, products or services:
  1. This would include Direct Marketing opportunities that would require the purchase of or reimbursement of payment for equipment.
2. If the student/candidate **must pay a fee to participate** in a work experience or pay any type of fee for training.

3. Where the student is required **to purchase or rent any type of sales kit** or presentation supplies (example: multilevel marketing).

- **Third Party Recruiters may not recruit for inside and outside (door to door) direct marketing sales, independent contractors, investment security companies, home based businesses, in home child care/tutoring, franchise, or 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 training outside of LSCs.**

- **Third Party Recruiters may not promote 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**. This type of sales force is referred to as the participant’s “downline” and may also be referred to as **pyramid selling, network marketing and referral marketing**. This type of marketing may be most commonly used where the salesperson or marketer is expected to sell products directly to consumers by means of **relationship referrals and word of mouth marketing**.

- **Third Party Recruiters must be United States based organizations:**
  1. Companies from outside the United States will be denied access to register on the college job board.
  2. Circumstances may arise where a company may be allowed access. This would be based on an individual basis. In this situation references and additional information to substantiate their validity would be required.
  3. If the information is not forthcoming their Employer Registration will be denied.

- **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. The position **may not be commission only** but must be base plus commission.

**Third-Party Debt Collectors**

- **Third-Party Debt Collector** who are separate from the original creditors and “work” debts on behalf of various leaders or buy bad debts which have been designated as charge-off by the original creditor are not permitted to post their positions on the college job board. Their collection practices and payment practices for the collector’s are based on the extraction of funds they collect from the debtor. These practices are not in accordance with the positions and careers that we endorse for our student’s success.

**Competitive Educational Institutions of Higher Learning**

- **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.

**Child Care Providers**

- **Child Care Providers** are used by parents who entrust their children to a care provider for many hours each day. Licensing child care helps protect the health and safety of children by requiring that providers meet minimum standards for care and physical environment. Lone Star College wants to ensure our students, alumni and community members utilizing our college job board for employment opportunities. Due to recent occurrences in the child care industry, we are requesting that employers post their state approved license number in the Company Description on their **Employer Registration** and on their **Job Posting**. Job Posting needs to have a clear description of the positions requirements. We encourage child care centers to review the accreditation process required by the **NAEYC (National Association for the Education of Children)** as a benchmark of quality.

- **In-home child care facilities will not be endorsed and are not permitted to register for access to post their positions on the college job board.**

**Supplemental Educational Services Providers**

- **Tutoring Service Providers interested** in posting their position on the LSC- Job Board are required to be registered with the Texas Educational Agency as **Supplemental Educational Services Providers** and provide their registration certification information on our **Employer Registration Form**. This is an assurance that our students are in a safe work environment working for a credible organization. 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. These organizations may contact our individual campus College Relations offices to request information for posting their information on their Community Information Board. For information regarding **Supplemental Educational Services Providers go to:**

Language Schools Services

- **Language School Services** interested in posting their positions on the LSC-Job Board are required to provide a complete description of the position on the Employer Registration. Positions not clearly stating job responsibilities/duties, salary and other responsibilities will not be posted. 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. These organizations may contact our individual campus College Relations offices to request information for posting their information on their Community Information Board.

Telemarketing Organizations

- **Telemarketing Organizations/Companies** interested in posting their positions on the LSC-Job Board 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 not be posted. Position must be represented as a telemarketing sales position and is in an inbound or outbound call center. The position should not be represented as a Sales or Marketing position. Positions can be part or full-time.
- **Lone Star College has the right and decision to deny an organization job posting privileges uncontested.**

LSCS Career and Talent Acquisition Services **will Not** permit employer registration or their posing of positions that follows the type of opportunities below nor their being permitted to host or attend any on-campus recruiting, career day or job fair event activity if:

- The employment opportunity involves on-campus solicitation, sales, or posting of materials, products or services.
- The sale of items (electronic cigarettes, tobacco items, etc.) that may be considered a health risk to the consumer.
- Direct marketing opportunities that require the purchase of or reimbursement of payment for equipment.
- The student/candidate must **pay a fee to participate in a work experience** or pay any type of fee for training.
- The student is required 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)** that are incurred are not reimbursed and my cause a financial burden on the student.
- Companies that cannot **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, time-share sales home based businesses, independent contractor, investment/security organizations, in home child care/ personal caregiver/tutoring, franchise, third –party debt collectors, or 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 training outside of LSCS.**
- **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. This type of sales force is referred to as the participant’s “downline” and may also be referred to as pyramid selling, network marketing and referral marketing. This may be most commonly used where the salesperson or marketer is expected to sell products directly to consumers by means of relationship referrals and word of mouth marketing.
- **Multi-Level Marketing Companies** have been a frequent subject of criticism as well as the target of lawsuits. Criticism has focused on their similarity to illegal pyramid schemes, price fixing of products, high initial start-up costs, with emphasis on recruitment of lower-tiered salespeople over actual sales, encouraging if not requiring salespeople to purchase and use the company's products, for potential exploitation of personal relationships which are used to generate new sales and unrealistic recruiting targets.
- Employers seeking to post **specific websites** that offer unrealistic career opportunities for local and national internships, co-op, freelance employment, fast money schemes, and social media networking.

Third Party Recruiters

- **Third Party Recruiters** may attend job fairs. Their registration to attend a job fair will be reviewed on a case by case basis. Preference will be given to recruiting for specific career cluster that align to our key workforce programs such as machining, welding, logistic, accounting, professional office, computer technology advanced and engineering technology or have an outsourced human resources contract with a key industry employer.
- **Third Party Recruiters** may post their positions on the college job board but will not have access to the resume database.
- **Third Party Recruiters** may attend and participate in on-campus recruiting events provided they can supply detailed information on the industry and career they are hiring.
LSCS Career and Talent Acquisition Services will post off-campus employment vacancies for a maximum of sixty days. If no one has been hired at the end of the sixty days, Career Services may repost the position(s) at the employer’s request for an additional sixty days.

LSCS Career and Talent Acquisition Services professional personnel will investigate all complaints by students regarding job postings, interviews, employer’s integrity and individual employment outcomes/salaries related to the position they were hired.

If LSCS Career and Talent Acquisition Services determine that a complaint is justified, the office may choose to delete the job posting and may revoke the employer’s current registration status. The employer will be notified in writing of their decision.

LSCS Career and Talent Acquisition Services reserve the right to refuse to list job openings hosted by recruiting organizations.

The National Association of Colleges and Employers
www.naceweb.org/principles

For questions, please feel free to contact your respective LSCS Career Services office.

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