



# Career Center

## Recruiting Guidelines & Services

The recruiting guidelines at Chemeketa Community College are intended to create a positive and successful experience for recruiters, students, alumni and faculty. The Chemeketa Career Center makes facilities and services available to employers whose representatives follow these guidelines in their recruiting efforts. We seek to support the mission of the college and the staffing needs of organizations in an environment of teamwork and cooperation, and we are eager to develop relationships with recruiters who respect and follow these policies.

### ONLINE JOB POSTINGS

Employers may post positions to Chemeketa's online job board, [Chemeketa CareerLink](#). All postings are reviewed by Career Services staff prior to approval. By creating an employer account with Chemeketa CareerLink, the employer agrees to the terms and conditions set forth by Chemeketa Community College and the National Association of Colleges and Employers (NACE) [recruiting guidelines](#) listed below. Failure to abide by these terms and conditions may result in discontinuation of access to Chemeketa CareerLink.

- Jobs posted at the Chemeketa Career Center must be bona fide employment opportunities paying at least Oregon's minimum wage. If a job pays a base salary plus a commission, Career Services will evaluate the criteria for earning the commission before approving the job posting.
- Business ventures, including opportunities that involve an initial investment, multi-level marketing or independent contracting, as well as jobs paid on a strictly commission basis, are excluded from posting.
- Employers agree to provide contact information (name, e-mail address, telephone number) to receive an inquiry regarding whether they hired a Chemeketa referral, and to make every reasonable effort to provide the requested hiring data (employee name, hours/week, and hourly wage).
- Job postings without a specified closing date will be closed after 60 days. Employers filling a posted position prior to the closing date may remove the position in Chemeketa CareerLink, or should contact the Career Center to have it removed.
- Job postings must provide:
  - Employer name
  - Job title
  - Job location (city, not specific address)
  - Job qualifications
  - Job duties
  - Job duration (permanent or temporary/seasonal)
  - Job workload (full-time or part-time)
  - Starting wage (can be listed as "depends on experience")
  - Instructions on how to apply
- Employers that require further training and licensure paid by the candidate must disclose this information when posting a position.
- Third-party recruiters are welcome to post positions. Third-party recruiters must provide a detailed job description for a specific position. Third party recruiters may not charge applicants any fees.

Career Center

Career Services | CWE | OST

Bldg. 2, Rm. 115, Salem

503.399.5026

[careercenter@chemeketa.edu](mailto:careercenter@chemeketa.edu)

[go.chemeketa.edu/careercenter](http://go.chemeketa.edu/careercenter)

## CAMPUS VISITS AND ON-CAMPUS RECRUITING

On-campus visitors representing companies or agencies for the purpose of recruiting employees must be arranged and approved by the Chemeketa Career Center. These visits may include table set-ups, information sessions, interviews and/or faculty contact and classroom visits. All recruiters must schedule visits through the Chemeketa Career Center and reservations are required.

- Employers may reserve a table in a high traffic area at no cost up to 3 times per term. Reserving a table is done on a first-come, first-served basis and reservations must be made at least two weeks in advance to confirm use of facilities and allow time for promotion and marketing of visit to ensure students have open and equal access to information about job opportunities. Reservations include a parking permit and allow the recruiter to be present any time between 9am and 4pm.
- Employers who have reserved a table for a particular date but find themselves unable to be at Chemeketa on that date are asked to cancel at least three days in advance to give the Career Center a chance to notify students who might have been planning to attend.
- Employers must be presenting bona fide employment opportunities paying at least Oregon's minimum wage. If a job pays a base salary plus a commission, Career Services will evaluate the criteria for earning the commission before approving the on-campus recruitment activity.
- Employers agree to provide contact information to receive an inquiry regarding whether they hired a Chemeketa referral, and to make every reasonable effort to provide the requested data (employee name, hours/week, hourly wage).
- Companies that require further training and licensure paid by the candidate must disclose this information when recruiting on-campus.
- Third-party recruiters are welcome to recruit on-campus. Third-party recruiters must provide a detailed job description for a specific position. Third party recruiters may not charge applicants any fees.
- Business ventures, including opportunities that involve an initial investment, multi-level marketing or independent contracting, as well as jobs paid on a strictly commission basis, should arrange campus visits for a fee through Chemeketa Events by calling 503.399.6454. Specific events highlighting these types of business opportunities may be hosted by the Career Center from time to time.

## NON-DISCRIMINATION STATEMENT

- Organizations recruiting through Chemeketa Community College certify that they are equal opportunity employers, offering employment without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability.

## DISCLOSURES

- The Chemeketa Career Center does not screen applicants for criminal history or substance abuse. It is the responsibility of the employer to complete employee background checks and drug screens of whatever nature the employer deems applicable to the job. This policy extends to the Chemeketa CareerLink system, self-referral listings and on-campus recruiting activities.
- The Career Center reserves the right to refuse job posting privileges and/or participation in on-campus recruitment to any company or organization whose policies and/or services do not fall in line with the educational values and mission of Chemeketa Community College.
- Career Center staff will not administer employment testing for an employer as part of the hiring process, nor will mailing lists with student contact information be made available.



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