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<b>TITLE:</b>	<b>The Career Center Employer Eligibility for Use of Career Center Services</b>	
<b>EFFECTIVE DATE:</b>	October 1, 2014	
<b>LAST REVISION:</b>	October 8, 2014	Policy No.5.597b

### Policy Statement

#### **Purpose**

This policy will define employer eligibility for use of the Career Center Services.

#### **Scope**

This policy will apply to all employers including private, for profit, and nonprofit organizations.

#### **Background**

The Baton Rouge Community College Career Center strives to adhere to the recommendations of NACE's (National Association of Colleges and Employers) Principles for Professional Practice as we establish programs that will connect BRCC students and alumni to the best possible job opportunities that offer training, support, and structure in student employment, internships or entry-level positions prior to and after graduation. The Career Center makes its facilities and services available to organizations for employment listings, campus interviewing, career fairs and information sessions. Our services for employers are designed to assist them in their efforts to hire qualified personnel and afford BRCC students opportunities to examine career options and develop work readiness skills.

In order to provide equitable access to employers desiring to recruit and hire BRCC students, basic criteria must be met by employers.

#### **Definitions**

EEO guidelines – [Equal Employment Opportunity \(EEO\) guidelines](#)

SOP – Standard Operating Procedures

#### **Policy**

It is expected that employers will interact with students, alumni, and Career Center staff in a professional and ethical manner, including providing complete information about their organization and conditions of employment within their organization. Employers must also meet the following requirements to be eligible to use the Career Center facilities and/or services:

- Must adhere to [Equal Employment Opportunity \(EEO\) guidelines](#). The Career Center reserves the right to decline approval for any employer job posting or access, as we deem appropriate.

