

This document defines the policies that direct the partnership of the Chattahoochee Technical College's Office of Career Development (OCD) with Employers/Recruiters interested in contacting CTC students and alumni through this office for the purpose of employment, internships, or service opportunities.

All employment opportunities and recruiting activities advertised through the Office of Career Development of Chattahoochee Technical College must comply with existing federal, state, and local employment laws including EEOC laws and affirmative action.

Campus Recruitment activities include, but are not limited to, online job postings, recruitment tables, hiring events/job fairs, on-campus employment interviews, company information sessions, virtual and online classroom visits, etc.

**Please Note:** On-campus recruitment activities cannot be combined with the marketing and/or sale of products or services to students

### General Provisions

- Employers recruiting on campus must be connected to Chattahoochee Technical College's Handshake account and abide by Chattahoochee Technical College's guidelines for online job postings.
- Employers recruiting at Chattahoochee Technical College are expected to adhere to the National Association of Colleges and Employers (NACE) Principles for Professional Practice, which may be viewed online at <http://www.naceweb.org/principles>.

Chattahoochee Technical College does not discriminate in its programs and activities against students, employees, contractors, or applicants for employment or admission to the College on the basis of race, color, ethnicity, sex, genetic information, national origin, religion, gender, marital status, disability, sexual orientation, age or veteran status.

Chattahoochee Technical College, the Technical College System of Georgia, and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

### The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Chattahoochee Technical College Title IX Coordinator:

Shanequa D. Warrington 980 South Cobb Drive, Building C 1103A, Marietta, GA 30060,

Phone: [770-975-4023](tel:770-975-4023), or Email: [SdWarrington@ChattahoocheeTech.edu](mailto:SdWarrington@ChattahoocheeTech.edu)

Chattahoochee Technical College Section 504/ADA Coordinator:

Caitlin Barton, 5198 Ross Road, Building A 132N, Acworth, GA 30102,

Phone: [770-975-4099](tel:770-975-4099), or Email: [Caitlin.Barton@ChattahoocheeTech.edu](mailto:Caitlin.Barton@ChattahoocheeTech.edu)

Chattahoochee Technical College Section 508/ADA Coordinator:

Stephanie Meyer, 980 South Cobb Drive, Building A 2114, Marietta, GA 30060,

Phone: [770-528-3761](tel:770-528-3761), or Email: [Stephanie.Meyer@ChattahoocheeTech.edu](mailto:Stephanie.Meyer@ChattahoocheeTech.edu)

**The following information is required to post a job vacancy:**

- Organization Name, mailing address, phone number, and website
- Full name of a contact person with an e-mail address that matches the organization's website domain)
- Job title with an adequate description of the position being offered
- Type of job (full-time, part-time, experiential learning (academic credit, non-academic credit))
- Recruitment agencies and third-party recruiters must provide the name of the organization for which they are hiring (this information will not be disclosed on the job posting)

**Please note.** Failure to provide all of these requirements may result in the job posting being declined.

**Online Job Postings**

- The Office of Career Development maintains an online recruitment portal, via [Handshake](#), for the posting of employment, internship, and service opportunities submitted by employers/recruiters who have met the criteria set forth by Chattahoochee Technical College
- All employers/recruiters desiring to post jobs, internships and service opportunities with The Office of Career Development must comply with both Chattahoochee Technical College's and the federal guidelines for equal employment opportunities, along with the Fair Labor Standards Act.
- No job postings, electronic or printed, will be accepted for employment related to working either in the home of, or for an employer whose principal business location is a private residence. This includes, but is not limited to, childcare, eldercare, remote or onsite office work, housekeeping, lawn maintenance, tutoring, etc.
- Chattahoochee Technical College retains the right to remove (or modify for clarity) any job listing on Handshake, without consulting or informing the employer who submitted the listing.

**The Office of Career Development of Chattahoochee Technical College will not accept the following types of employment:**

- Commission-only business opportunities
- Independent contracting arrangements (self-employment)
- Work involving unpaid or reduced pay for training (with the exception of volunteer organizations)
- Work involving store credit in lieu of pay
- Any employment where compensation is based exclusively on fee/percentage of sales from others under their sponsorship in the organization is not permitted. This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.
- Any work which requires the purchase of a service or product, or requires a certified deposit or similar as a condition of employment
- Employment/entrepreneurial opportunities requiring employees to purchase a franchise or products or services upfront or as a condition of employment are not permitted. This includes, but is not limited to positions requiring fees for membership, startup, training, licenses, lessons, portfolios or placement, or the purchase of tools, supplies, equipment, samples, sales kits, etc.
- Multilevel marketing organizations
- Employment that would involve the work to take place at the private residence of the employer (i.e.: caregiver, tutor, landscaping, care attendant)
- Employment in the Adult Entertainment Industry
- Positions that promote or campaign for any political party
- Positions that promote or campaign for any religious organizations

### **On-Campus Recruitment Tables**

- Employers/recruiters wishing to conduct an on-campus recruitment visit must contact The Office of Career Development for permission and to schedule an appropriate date, time, and location. These should be scheduled at least two weeks in advance of the desired date to allow sufficient time to market the events to potential candidates and make logistical arrangements
- Employers/recruiters scheduled for on-campus recruitment tables must restrict all activities to the immediate vicinity of the table
- Employers/recruiters will park in designated Visitor Parking areas when recruiting on CTC campuses
- The college retains the right to demand employers/recruiters vacate college property if they fail to comply with any of the policies or procedures outlined in this document or any other reasonable request from a college official.

### **The Office of Career Development of Chattahoochee Technical College prohibits the following recruitment strategies on campus:**

- Using common internal and external areas on campuses such as waiting areas, lobbies, alcoves, or break rooms
- Entrances, library, or eating areas to conduct impromptu recruiting activities
- Posting and/or displaying employment jobs/promotional materials in unauthorized areas

The Office of Career Development of Chattahoochee Technical College provides employers with resources to support their recruitment efforts on campus. Information on these resources is available on our website. All employers and professional groups/associations are required to contact the Office of Career Development to discuss recruitment strategies available to them prior to engaging or visiting with Chattahoochee Technical College students.

Please adhere to the process outlined on our website to recruit and promote your employment opportunities on campus. Unauthorized recruitment activities will result in the discontinued use of our services.

### **Office of Career Development of Chattahoochee Technical College reserves the right to refuse any employer conducting recruitment on campus when:**

- non-compliance with outlined terms and conditions has occurred
- incorrect or misleading information has been provided
- there are founded complaints from students, alumni, or college personnel regarding unethical recruitment practices
- the employment opportunity is considered by the Office of Career Development to not represent a viable work opportunity for the students and alumni
- the behavior or conduct of an employer in their involvement with the college represents unethical recruitment conduct and/or is deemed contrary to Office of Career Development policies and practices

### **Office of Career Development of Chattahoochee Technical College Website Disclaimer**

The Office of Career Development of Chattahoochee Technical College makes every effort to ensure that the information contained on the official website and in printed materials is accurate. Links from our website to internal pages and/or external websites are believed to be relevant and up-to-date. We do not accept responsibility for information contained on external websites. Links on our website should not suggest that the Office of Career Development promotes or endorses any third party's causes, ideas, web content, products, or services. Office of Career Development reserves the right to deny or withdraw any external link.

**Questions?**

Please contact the Office of Career Development at (770) 529-2388 or [Career.Services@ChattahoocheeTech.Edu](mailto:Career.Services@ChattahoocheeTech.Edu).