

CUYAHOGA COMMUNITY COLLEGE: EMPLOYER RECRUITING GUIDELINES

The Cuyahoga Community College Career Center reserves the right to prohibit the posting of opportunities that we deem unreliable, unverifiable, or illegitimate, along with the right to remove any employers and/or postings that do not comply with our policies and procedures.

Employer and Recruiting Policies and Guidelines

- Cuyahoga Community College and its Career Center adheres to the Equal Employment Opportunity (EEO) guidelines and offers employment without regard to race, color, religion, gender, sexual orientation, national origin, disability, citizenship, identity as a disabled veteran, or any other protected class not listed here. The Cuyahoga Community College Career Center requires that employers who post to the Tri-C Handshake account, or recruit Tri-C students in other ways, follow the same guidelines.
- Companies must be verifiable to receive approval on the Tri-C Handshake account and/or to recruit Tri-C students in other ways. Companies will be verified in a multitude of ways including, but not limited to, valid and legitimate website, geographic location, corporate email address, contact information, and social media. We do not approve companies on Handshake that list a home address for contact information.
- All employers must maintain strict confidentiality with regard to any and all student information. No information should be disclosed by an employer to another organization about a candidate without prior written consent, unless necessitated by health and/or safety concerns.
- **While your job posting will not be declined if you choose an education level higher than an Associates' Degree under 'School Year,' please keep in mind that Cuyahoga Community College is a community college, and that may result in fewer applications.**

Prohibited Employers and Positions

- Any employers that are deemed a hate group or illegal operation
- Any employers offering positions that utilize a 'pyramid' or 'multi-level' structure. This includes organizations and/or positions that require the recruitment of others to sell products and recruit more employees or employers offering commission based on sale and the recruitment of employees into an organization.
- Any employer who requires prospective employees to purchase products, services, or requires any other initial investment or start-up fee prior to employment.
- Any private, personal, or in-home employers or service positions that require employees to work at an in-home office or private resident that offers under-the-table payment for labor (babysitting, tutoring, etc.)
- Third-party recruitment or staffing agencies are approved only if they are hiring for internal positions and/or are hiring for a third party and make it clear in the job posting who they are hiring on behalf of.
- Any and all opportunities that are based outside of the United States.