

Criteria for Employers to Post Jobs or attend Career Fair at Linn-Benton Community College

Advising Center (Career Services) at Linn-Benton Community College will approve job openings that abide by employer standards of ethical conduct established by the National Association of Colleges and Employers (NACE).

<http://www.naceweb.org/knowledge/principles-for-professional-practice.aspx?terms=principles%20for%20professional%20conduct>

1. In addition to abiding to NACE standards, employers/individuals will offer employment/entrepreneurial opportunities that pay a base salary equal to or greater than a minimum wage in compliance with city/county/state/federal labor laws and ordinances. This base salary must take the form of a weekly, bi-weekly, or monthly wage, comprised of a set hourly, weekly, or monthly rate.
2. Compensation will not be commission-only, nor require prospective employees to purchase products/services contingent upon their employment with, or on behalf of that company/individual.
3. Employment/entrepreneurial opportunities will not be based on a “pyramid” or “multi-level” type networking structure requiring or encouraging the recruitment of others who recruit others, etc. to sell products or services.
4. All application materials or job description/requirements must be included in the Career Connections job posting in order to be reviewed before approving.
5. Employers posting on Career Connections must comply with all local, state, and federal laws, including Equal Employment Opportunity laws, wage/hours/break laws, minimum wages, discrimination & harassment laws. For example, questions may not be asked about gender, race, ethnicity, national origin, sexual orientation, disability, religion, nor age (except as related to specific job functions).
6. Employer honors student privacy, by contacting students solely for the purposes of exploring employment.
7. Employer uses its real name (personal or corporate names). Corporations or persons doing business under an assumed business name must be properly registered with the Secretary of State.

LBCC does not assume responsibilities for nor certify any job opening, employer, or applicant. Individuals are expected to do due diligence and use their own judgment in selecting either an applicant to hire or an employer. LBCC does reserve the right to decline to post or to remove a posting when it is discovered that the posting or employer does not adhere to the above guidelines.

