



Job Placement Services Employer Guidelines & Policies

Commitment to Students Our #1 Priority

- The SPC Job Placement Office commits to serving prospective, current, and former students with on-line and in-office job placement information; resume and cover letter writing; interviewing; career research skills; and on-campus recruiting events such as the annual SPC Job Fair.
- The SPC Job Placement Office does not represent an employer or an agent of an employer relationship with the student; nor shall the office have any input or offer any opinion or otherwise be responsible for any employment decision regarding employment, conditions or privileges of employment, or terms made by any entity posting jobs on the website.
- The SPC Job Placement Office provides employment referral services only and cannot be held liable for company or job description and requirement misrepresentations by employers.
- The SPC Job Placement Office will investigate all complaints by students about job postings, employers, work assignments, and interviewing processes regarding infractions related to EEOC requirements and sexual harassment institutional policies.
- The SPC Job Placement Office, all employers approved to register and post jobs on the SPC Student Job Database, employers who post jobs at on-campus information sites, and those attending annual SPC Job Fairs are expected to abide by the "Principles for Professional Conduct for Career Services & Employment Professionals" published by the National Association of Colleges and Employers at the following website: <http://www.naceweb.org/principles/annotated.htm>.
- Students are encouraged to read the Third-Party Recruiter Guidelines posted by the National Association of Colleges and Employers at the following website: <http://www.naceweb.org/principles/annotated.htm>.

Commitment to Employers

The guidelines and policies below outline the South Plains College Employment Office's commitment to student-oriented employer partnerships. These guidelines and policies apply to all employers offering employment and/or internship opportunities for prospective, current, and former South Plains College students. In addition, these guidelines and policies follow three basic precepts for career planning, placement, and recruitment which are published by the National Association of Colleges and Employers at the following website: <http://www.naceweb.org/principles/annotated.htm>.

1. Maintain an open and free selection of employment opportunities in an atmosphere conducive to objective thought, where job candidates can choose optimum long-term uses of their talents that are consistent with personal objectives and all relevant facts;
2. Maintain a recruitment process that is fair and equitable to candidates and employing organizations;
3. Support informed and responsible decision making by candidates.

For more information, contact a SPC Job Placement Office:
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Employer Partnership Guidelines & Policies

1. All employers served by the SPC Job Placement Office must abide by the "Principles for Professional conduct for Career Services & Employment Professional" found at the following website: <http://www.naceweb.org/principles/annotated.htm>.
2. The employer will provide the necessary information needed to post a job vacancy on the SPC online student job database including name of company/organization, products or services provided, compensation information, job description, contact information. Full disclosure of this information to the SPC Job Placement Office and to the students is required. Employers must clearly state job responsibilities.
3. Third-Party Recruiters must represent specific employers who have contracted with them. Third-Party Recruiters will provide the names of the represented employers and specific EEOC documentation to the SPC Job Placement Office. This information will be kept confidential and used only for EEOC documentation purposes; it will not be published or shared.
4. The employer agrees to provide information on students hired as a result of posting jobs with the SPC Job Placement Office. The requested information may include SPC referred employee names, rates of pay, hours worked per week, and beginning dates.
5. All positions advertised online or on campus with the SPC Job Placement Office must comply with federal and state equal employment opportunity regulations. Employers will be required to sign or initial an EEOC compliance statement. Third Party Recruiters must provide this documentation for each contracted employer representing specific job postings.
6. Employers may not conduct on-campus solicitation or sell products associated with the business at job applicant recruiting events. Flyers or other advertising materials containing product information may not be distributed or posted on-campus through the SPC Job Placement Office.
7. If a fee or the purchase/rental of any type of materials or presentation supplies is required as a condition of employment, the employer/company must disclose specific information regarding the amount and conditions of payment in the job description information on the SPC Student Job Database, on flyers posted on-campus through the SPC Job Placement Office, or on any other form of employment advertising related to services provided by the SPC Job Placement Office.
8. The SPC Job Placement Office does not guarantee that a job will be filled or that the employer will receive a response from students.
9. All employers and jobs are subject to review and approval by the SPC Job Placement Office.
10. Employers in compliance with these guidelines and policies may register and post jobs on the SPC Student/Alumnae Job Database at www.collegecentral.com/southplainscollege, participate in the annual SPC Job Fair, and receive other services provided by the South Plains College Job Placement Office.

