



## Employer Guidelines for Use of Services

The **MCC Career Connection website** is designed to provide Metropolitan Community College (MCC) students and alumni with access to career opportunities with local, regional, and national employers.

### **NACE AND EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide fair and equitable services to participating job seekers and employers, MCC Career Connection recommends that employers using our services adhere to the following policies:

- The National Association of Colleges and Employers (NACE) [Principles for Employment Professionals](#)
- All applicable federal and state Equal Employment Opportunity (EEO) recruitment and employment guidelines and laws.

### **RIGHT TO REFUSE SERVICE**

MCC may choose not to activate employer postings for factors such as the following:

- Failure to adhere to NACE and/or EEO guidelines
- Positions not likely to be of interest to college students or alumni
- Misrepresentation by dishonest information or absence of information
- Fraud
- Student or alumni complaints
- Unsafe work environment
- Harassment of students, alumni, or staff
- Breach of confidentiality/misuse of information
- Excessive outlay of personal funding required to obtain the position
- Third party recruiters (see additional guidelines below)

### **THIRD PARTY RECRUITERS**

Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs. In addition to the guidelines set forth above, third party recruiters may use MCC Career Connection only if the third party recruiter:

- Charges no fees to the candidate
- Reveals to MCC the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits MCC to verify this information by contacting the named client