

Elms College Career & Experiential Learning Center

Employer Recruiting Policy

As of September 1, 2005

Recognizing the strong relationship between potential employers, our students, and our alumni, the Elms College Career & Experiential Learning Center (CELC) is pleased to collaborate with employers who accept our Employer Recruiting Policy (noted below).

Our director is available to discuss your specific requirements and how we can assist you in recruiting Elms College students and alumni. To include:

Job Postings

All off-campus employment opportunities (to include volunteer, seasonal, temporary, part or full time positions) are posted regularly, without charge to employers, through the Elms College CELC. Each will be reviewed and distributed by the Elms College CELC director.

Email: careers@elms.edu

Fax: 413-594-6699

Online: Create an organization profile and post an opportunity online at www.elms.edu/career

Please note: Any flyers or postings, including employment or volunteer opportunities, posted on campus without prior approval will be removed.

On-Campus Visits

To ensure equal access to all interested employers, employers are welcome to visit campus once per semester - with prior approval and confirmation by the Elms College CELC director - and sponsoring faculty member when deemed necessary. Two weeks prior notice is requested.

For example: Many employers host an information table in the Campus Center Lobby during lunch hours (11:30am - 1:30pm).

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The Elms College CELC makes available facilities and needed services to all bona fide employing organizations. Our services for employers are designed to assist employers in their efforts to hire qualified personnel and afford students and alumni of the College opportunities to examine career options without unduly disrupting their academic pursuits. The following guidelines govern the manner in which employers may use the College to access candidates.

It is expected that employers visiting Elms College will interact with students, alumni and College faculty and staff in a professional and ethical manner. Each employer needs to provide complete information concerning the conditions of employment within their organization. In addition to disclosing the name to its organization, employers must also affirm that they are equal opportunity employers in compliance with state, federal and Elms College policies.

As an institution of higher education, Elms College implements federal law prohibiting discrimination in participation of and access to educational opportunity. Among these are Title VI of the Civil Rights Act as amended, which prohibits discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. Accordingly, Elms College does not discriminate on the basis of race, color, religion, gender, age, national origin, sexual orientation, or mental or physical disability in the administration of the College's educational policies, scholarship and loan programs, athletics, housing, and other College--administered programs, nor in recruiting, hiring, promoting, training, and providing benefits for students employed by the College. Employers visiting Elms College must adhere to this College policy. Your presence on the Elms College campus will affirm your

understanding and compliance with this policy. In addition, the College reserves the right to request that the employer sign specific participant forms.

Positions that require students and alumni to purchase a franchise will not be allowed access to services.

Those companies requiring candidates to invest, purchase supplies, or pay a fee as a condition of employment, must clearly state the cost and provide a written explanation of the cost on any materials describing the company's employment opportunities and/or job descriptions which are posted on campus.

It is expected that employers using the College's services will offer regular salaries for positions. However, an employer offering commission-based positions may post if they are recruiting for positions that are full-time career jobs, and if they inform the College and interviewees of the specific manner in which remuneration is to be determined.

Any reported breach of any part of this policy will result in the termination of all future opportunities to recruit Elms students and alumni.

Elms College does not screen, endorse, or provide applicant information to employers.
without express permission of each applicant.

Elms College neither endorses nor discredits the reputation of employers who post opportunities through the Elms College CELC. The responsibility for research about companies with whom employment is sought rests with the jobseeker.