

Mesa Community College

Employer Guidelines for On Campus Recruiting

Thank you for your interest in recruiting Maricopa Community Colleges' students! We are eager for you to make an employment connection with our students. We ask that you review and adhere to the policies set for recruiting. We also ask that you review, complete and sign the recruitment application and email it back to us as soon as possible.

Employment recruiters are not permitted to recruit on campus without contacting a Career Services Staff Member and receiving authorization. **You are required to remain at the table while recruiting; you are not allowed to walk around campus and solicit students.** The recruiter is required to check in at the Career Services Office and a Career Services Staff Member will personally show you to your table. If you violate this request you will be asked to leave campus and this will jeopardize the future of your company recruiting on campus.

REQUIREMENTS:

ON-CAMPUS RECRUITMENT:

- Employers who can guarantee at least an hourly wage that complies with the Federal Fair Labor Standards Act and State of Arizona minimum wage laws
- Recruiting for business opportunities, multi-level marketing businesses or other ventures that require an initial investment are not allowed on campus
- After completing the request form the Career Services Team will research your company and let you know if your request has been approved. It may be a requirement that you post your job with Maricopa Career Link (MCL) at <https://maricopa-csm.symphlicity.com/employers/> prior to being allowed on campus for recruiting.
- Employers are not permitted to post at free will around campus. Any employers doing so will be assessed a clean-up fee
- All requests for space shall be granted on a first-come, first-served basis
- All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs

NON-DISCRIMINATION:

- Recruiting through the Maricopa County Community Colleges Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:
 - a) Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;
 - b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;
 - c) Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
 - d) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
 - e) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
 - f) Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints
- We strictly adhere to the "Principles for Professional Conduct" through our active participation in the National Association of Colleges & Employers (NACE). See more at: <http://www.nacweb.org/principles/#employment>
- Maricopa County Community College District reserves the right to refuse any employer, for any reason, the opportunity to post positions on the Maricopa Career Link (<https://maricopa-csm.symphlicity.com/employers/>) and/or recruit on campus.

The Maricopa Community Colleges comprise 10 colleges, 2 skill centers and numerous education centers dedicated to educational excellence, meeting the needs of businesses and the citizens of Maricopa County. Each college is individually accredited, yet part of a larger system — the Maricopa County Community College District.