

## CNM Job Connection Services - Standards for Job Posting

**Mission:** Posting paid career positions for CNM students and graduates. This commitment includes posting part-time and non-degreed positions that can help current students to stay in school while meeting their daily living expenses.

### Rules for Posting:

1. Job Connection Services (JCS) will accept appropriate paid job announcements via electronic methods only; we are a paperless resource center. Employers access job postings through Suncat Career Connection website. Once access is granted, employers will be able to add and view their job announcements. Be certain that your posting reads the way you desire before you submit it. After submission, further changes must be requested through Job Connection Services.
2. JCS reserves the right to delete job postings deemed unsuitable for students seeking professional, degree-related work experience or worthwhile job opportunities while attending school. We attempt to monitor all postings to protect the safety of our students and graduates.
3. JCS maintains and promotes a policy of non-discrimination and non-harassment on the basis of race, religion, color, sex, age, disabilities, marital status, sexual orientation, national origin, and citizenship. We provide services only for employers whose hiring practices are non-discriminatory according to federal and state laws.
4. In fairness to all of CNM students, graduates, and in compliance with EEO guidelines, job opportunities must be placed on the Suncat Career Connection website before direct emailing to target specific populations.
5. Employers select a posting period of 7 to 90 days. If an employer would like an extension they may request by phone or email. A job that fills before the closing date will be removed from postings at the employer's request.
6. A Job posting must be running on the Suncat Career Connection website before flyers are placed in the JCS office, on-campus recruitment arranged, or the employer accepted for Job Fair participation.
7. While JCS can't assume liability to assure each posting meets the standard of always being in the "best interest" of the student, JCS will follow guidelines to determine whether a business is a "bona fide" business. This practice helps to ensure that appropriate business opportunities that could benefit CNM students will be accepted to the database. Required criteria for acceptance:
  - a) Contact name, company name, physical address, email address, and phone number must be included in posting.
  - b) The company must have a valid current business license.
8. Job opportunities that are considered are those that are:
  - a) For graduates entering the work force or preparing to enter the work force after graduation
  - b) Part-time positions that support students with money enabling them to attend school or
  - c) Paid internships that follow the guidelines that have been set up following the NACE standards. (see Guidelines for Internships).
  - d) Unpaid internships are managed by academic departments. Specific Internships or Co-operative Education positions that are supervised by a CNM instructor and earn credit for the student will not be posted to the JCS Suncat Career Connection website. Notice of unpaid internship opportunities will be passed on to the chairperson or dean of the department for their evaluation on whether the position meets criteria to be a substantial learning experience.
9. All jobs posted must be at least minimum wage (<http://www.cabq.gov/legal/news/albuquerque-minimum-wage-increase-2014>). This includes "base salary + commission" jobs.
10. Jobs must adhere to all state and federal labor laws regarding work hours and breaks.
11. Third Party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than their own needs. They are expected to follow the same rules as other employers. This includes not charging any fee to the candidate. They will also need to reveal to JCS the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permit JCS to verify this information by contacting the named client. This information need not be disclosed in the actual posting.

12. Upon request, job posting(s) requiring bachelor or higher degrees may be added to NM Career Match, a site specifically for New Mexico graduates looking for career degreed positions in New Mexico.

#### **Positions JCS Does Not Post**

1. Positions that require a bachelor's or higher degree and positions that require more than 3 years' experience.
2. Positions that involve multi-level marketing or pyramid selling. While these positions might be fully legitimate business, we concentrate on opportunities that are salary driven and will provide direct experience that will validate the student's education experience.
3. Positions in a business that operates out of a private home.
4. Positions that include door to door solicitation.
5. Jobs in which salary is offered as "commission only." Exception will be made for programs taught at CNM that traditionally offer only commission (i.e. Real Estate and Cosmetology.)
6. Positions that are for barter such as "work for rent."
7. Blind ads – Posting must include contact name, company name, physical address and phone number.
8. Any job that requires the applicant to make an investment.
9. Positions that require, at the time of application, personal information such as bank and social security numbers or photos of the applicants. This includes confidential information from social networking sites.
10. Job postings requiring students to pay personal funding to obtain the position.
11. Job postings from companies or organizations that hire independent contractors or do not provide a W-2.
12. Positions unrelated to CNM's programs.

#### **Other Actions That Eliminate Employers from the Privilege of Posting with CNM**

1. Failure to adhere to JCS' policies and/or any violation of CNM equal opportunity regulations and rules, and local, state or federal laws.
2. Providing fraudulent information and/or misrepresentation of positions or company information through dissemination of dishonest information or absence of information to the Job Connection Services or to students.
3. Receipt from students of complaints of improper or illegal recruiting or employment practices, harassment of CNM students, alumni or staff.
4. Breach of confidentiality through release of student information without prior written consent of the student.
5. Failure to accurately describe the responsibilities and requirements of the employment opportunity in all publicity, including publicity for employer information sessions.

#### **Grievances**

Job Connection Services will investigate complaints by users of our services about job postings, employers, or career events after posting. If it is determined that a complaint is justified, JCS may choose not to post any job postings from that employer that are current or in the future.