



This document defines the policies that direct the partnership of the Lake-Sumter State College Career Development Services (CDS) with Employers/Recruiters interested in contacting LSSC students and alumni through this office for the purpose of employment, internships, or service opportunities.

On-Campus Recruitment activities include, but are not limited to, online job postings, recruitment tables, hiring events/job fairs, on-campus employment interviews, company information sessions, etc.

### General Provisions

- Employers recruiting on campus must be registered on Lakehawk CareerConnect and abide by the LSSC guidelines for online job postings.
- Employers recruiting at Lake-Sumter State College are expected to adhere to the National Association of Colleges and Employers (NACE) Principles for Professional Practice, which may be viewed online at <http://www.nacweb.org/principles>.
- Organizations offering commission only business opportunities are not permitted.
- Employers and individuals offering employment/entrepreneurial opportunities requiring employees to purchase a franchise or products or services up front or as a condition of employment are not permitted. This includes, but is not limited to positions requiring fees for membership, startup, training, licenses, lessons, portfolios or placement, or the purchase of tools, supplies, equipment, samples, sales kits, etc.
- Employers where compensation is based exclusively on fee/percentage of sales from others under their sponsorship in the organization are not permitted. This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.
- Multilevel marketing companies do not have access to any recruiting opportunities sponsored by the Career Development Services.
- On-campus recruitment activities cannot be combined with the marketing and/or sale of products or services to students.
- Posters and flyers advertising employment opportunities for students must be approved by Career Development Services prior to posting. Any employment notices or flyers posted or distributed on campus without approval will immediately be removed.
- CDS has the right to not allow on-campus recruitment or post any employer's position at their discretion.

Lake-Sumter State College does not discriminate in its programs and activities against students, employees, contractors, or applicants for employment or admission to the College on the basis of race, color, ethnicity, sex, genetic information, national origin, religion, gender, marital status, disability, sexual orientation, age or veteran status. Inquiries regarding the non-discrimination policies including Title IX may be directed to: Christyne B. Hamilton, Equity Officer, 352-365-3592, Room 114 Administration Building, 9501 US Hwy 441, Leesburg, FL 34788, Lake-Sumter State College, Hamilto@lssc.edu.



### On-Campus Recruitment Tables

- Employers/recruiters wishing to conduct an on-campus recruitment visit must contact Career Development Services for permission and to schedule an appropriate date, time and location. These should be scheduled at least two weeks in advance of the desired date to allow sufficient time to market the events to potential candidates and make logistical arrangements
- Employers/recruiters scheduled for on-campus recruitment tables must restrict all activities to the immediate vicinity of the table
- Employers/recruiters will park in designated Visitor Parking areas when recruiting on LSSC campuses
- The college retains the right to demand employers/recruiters vacate college property if they fail to comply with any of the policies or procedures outlined in this document or any other reasonable request from a college official

### Online Job Postings

- Career Development Services maintains an online recruitment portal, Lakehawk CareerConnect, for the posting of employment, internship and service opportunities submitted by employers/recruiters who have met the criteria set forth by Lake-Sumter State College
- All employers/recruiters desiring to post jobs, internships and service opportunities with Career Development Services must comply with both Lake-Sumter State College's and the federal guidelines for equal employment opportunities, along with the Fair Labor Standards Act.
- No job postings, electronic or printed, will be accepted for employment related to working in an employer's home, or door-to-door, in-home sales. This includes, but is not limited to, childcare, eldercare, housekeeping, lawn maintenance, personal assisting and tutoring, or selling products. These positions may be advertised through local newspapers, online listings such as Craigslist or other community resources.
- Job postings must include a company name, job title, job description and method of application (email or company website is strongly encouraged). Employer/recruiter contact information will be collected by the Lakehawk CareerConnect system upon registration with our office; however, the employer/recruiter can select to keep their contact information private in the submittal of the job posting(s).
- Third-party recruiters must disclose the client (company name) for whom the position is posted. This disclosure must be made to the Career Development Services staff, as well as to any potential applicants.
- Lakehawk CareerConnect postings will be advertised for a two-week period, unless the employer/recruiter requests a different posting duration.
- Career Development Services retains the right to remove any job listing from Lakehawk CareerConnect without consulting or informing the employer who submitted the listing.
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