

Career Services

Expectations of Employment Professionals

Career Services strives to reflect the following values in all activities it conducts. It is expected that employers will also embrace and comply with these values.

- √ **Education** – Career Services and employers/agencies encourage students to remain enrolled and in attendance of classes through completion of the student's educational goals.
- √ **Honesty and Openness** – Career Services requires students and employers to provide accurate information about employment opportunities. Students and employers who intentionally provide dishonest or inaccurate information are no longer eligible to participate in the services provided.
- √ **Fairness** – Career Services requires that employers utilize fair hiring practices and comply with equal employment opportunity (EEO) practices in all recruiting activities.
- √ **Respect** – Career Services encourages students as well as employers to make informed and intelligent employment decisions without undue pressure. Once a decision is made about employment, all parties are encouraged to communicate the decision within a reasonable time frame.
- √ **Legality** – Career Services expects that employers will comply with federal, state and local laws and regulations related to labor and employment.
- √ **Integrity** – Career Services expects that employers will not seek favorable treatment or special favors as a result of gifts, contributed services, or financial support.
- √ **Accountability** – Career Services collects information from employers about their recruitment activities in order to document how Career Services activities meet the needs of students and customers.

****CPC is unable to schedule on campus recruiting dates to pyramid-type organizations or other organizations that charge a fee (i.e. certification or licensing fee, equipment purchase, initial investment in the company, etc), to students/ candidates.**



I have read the above information and agree to comply with each of the above expectations. (Your signature) (Date)