On-Campus Recruitment Procedures and Rules  
Governing the Student Recruitment for Internships and Employment

In support of the Valencia College's mission of providing opportunities for academic, technical, and lifelong learning in a collaborative culture dedicated to inquiry, results, and excellence, Internship and Workforce Services delivers a variety of services related to: Internships and Employment. Many of these services function to connect to students with recruiters within the business community.

To provide guidelines for the delivery of these services the following Rules and Procedures have been defined.

Rule and Procedures Governing Recruitment of Students for Internships and Employment Opportunities

As Internship and Workforce Services strives to develop excellent employment and internship opportunities for students, it frequently collaborates with trusted business partners. In an effort to ensure that students’ best interests and rights are protected the following rules and procedures have been established which define the parameters within which business representatives can interact with students when seeking to fill jobs or internship positions. The rules and procedures apply to both on campus recruiting activities and the use of the Valencia Community Jobs electronic job posting system. The intent of these rules and procedures is to promote Valencia’s Core Values by respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and the courage to act. To that end the following Internship and Workforce Services Rules and Procedures have been established:

Rules and Procedures Applying to On-Campus Recruiting

A. Potential employers seeking to conduct on-campus student recruiting (which includes but is not limited to conducting prescheduled interviews, setting up a table in a common area) must contact Internship and Workforce Services for permission and to schedule an appropriate date, time and location.

B. Employers conducting on-campus recruiting cannot have any up front associated costs for students related to the students being employed or being considered for employment. This includes but is not limited to membership fees; startup fees; fees for lessons or training; licensing fees, portfolios fee, placement fees; and the purchase of tools, samples, or sales kits.

C. Employers requesting an on-campus recruiting event must post the position(s) that they will be recruiting for prior to submitting the on-campus event request. The minimum of one position needs to be posted for request to be approved along with meeting all other requirements.
D. On-campus recruitment activities cannot be combined with the marketing and/or sale of products or services to students.

E. When recruiting from a table which is provided in a common area, employers must restrict all recruiting activities to the immediate vicinity of the table and refrain from distributing flyers or approaching students in other nearby areas.

F. The college retains the right to demand recruiters vacate college property if they fail to comply with any of the above procedures.

Rules and Procedures Applying to Use of the Community Jobs, electronic job board

A. Internship and Workforce Services will maintain a web based electronic job listing board of job and internship opportunities submitted by employers interested in recruiting students.

B. Employment opportunities submitted by employers for the Community Jobs electronic job board cannot have any up-front associated costs for students related to the student being employed or being considered for employment. This includes but is not limited to membership fees; startup fees; fees for lessons or training; licensing fees, portfolios or placement fees; and the purchase of tools, samples, or sales kits.

C. Employment opportunities submitted by employers for the Community Jobs electronic job board cannot be combined with the marketing and or sale of products or services to students.

D. Submitted job listings for the Community Jobs electronic job board must comply with EEO rules.

E. The college retains the right to remove any job listing from the Community Jobs electronic job board without consulting or informing the submitting employer.

Rules and Procedures Applying to Flyers and Poster Distribution

A. Posters and flyers advertising employment opportunities for students must receive approval from Internship and Workforce Services.

B. Employment opportunities advertised through posters and flyers cannot have any up-front associated costs for students related to the student being employed or being considered for employment. This includes but is not limited to membership fees; startup fees; fees for lessons or training; licensing fees, portfolios or placement fees; and the purchase of tools, samples, or sales kits.

C. The college retains the right to remove any unauthorized recruitment posters or flyers distributed on campus without consulting or informing Internship and Workforce Services.