



## Los Angeles Mission College Career Center

13356 Eldridge Avenue Sylmar, CA 91342 | Office: Learning Resource Center (LRC) Rm 222 | Office: 818-833-3403 Email: [careercenter@lamission.edu](mailto:careercenter@lamission.edu)

### JOB POSTING POLICIES

#### Company/Organization Criteria:

- The Career center will only approve account requests for companies and organizations that provide the following **complete** contact information:
  - First name, last name, and job title of a contact person
  - Email address from the company's domain - Cannot be a personal email account (gmail, yahoo, etc.)
  - Mailing Address
  - Telephone Number
  - Website Address
  - Company Description
- Company/Organization must provide all required equipment for students to use
- If LA Mission students are hired, employers and recruiters are required to **Report offers/Hires**. The steps are as follows:
  - **Sign in to your account -> Click on Report Offers/Hires under Hiring Information -> Click on Record the Information -> Complete information -> Click Submit**
  - Failure to do so will result in the company/organization being removed from the list of companies. Employers will not be allowed to post future positions or participate in campus events.

#### Posting Policy Requirements:

The Career center requires the following information for each position submitted:

- Job title
- Selection(s) from the "Type of Job", "Job Targets Wanted" field that represent the position's description and responsibilities
- Clear job description (primary skills, knowledge and responsibilities)
- Candidate's requirements (level of education, majors, and level of experience)
- Application instructions and submission deadline
- Properly zoned local business address where supervised work will be conducted ○ If the main headquarters of the company is out of state, a local branch must be within a 50 mile radius of East Los Angeles College
- Indicate rate of pay, at least California State minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually) and is clearly publicized in the position description for non-internship opportunities
- All unpaid internships must comply with the criteria stated in the [Fair Labor Standards Act \(FLSA\)](#) by the U.S. Department of Labor to be excluded from the minimum wage requirement

### **Posting Disclaimers:**

- We will not advertise, sponsor organizations, and/or post positions that discriminate or suggest discrimination against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, and/or gender ([refer to the U.S. Department of Justice Office of Special Counsel for Immigration-Related Unfair Employment Practices](#))
- Positions will be posted on the College Central online database for a maximum of 2 months
- Renewing the posting will be subject to review by Career & Job Services staff
- All job and internship listings are posted at the discretion of the Career staff. We reserve the right to reject or remove an inappropriate position (if it does not support the best interests and safety of students and/or the LAMC community).

### **Postings will be denied or removed if:**

- Failure to adhere to LA Mission College Career Job Posting Policy Requirements
- Employment opportunities are multi-level marketing business, commission-based only, and/or other business ventures that require an initial investment or payment by the prospective employee
  - Investments include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, sample or presentation supplies.
- A complaint has been filed against an employer, job posting, or hiring practices of the organization
- Failure to provide FULL DISCLOSURE of essential information concerning the nature of the position, company, or compensation and breach of confidentiality
- Negative feedback that would concern the safety of the applicants and/or the LAMC community
- Employment opportunity is out of state, overseas, or out of the country
- Positions that involve work in private residences, including business offices in homes, and/or personal assistant positions

### **Third Party Recruiters/Agencies:**

A third party recruiter is an agency, organization, or individual that recruits candidates for employment opportunities. This definition includes search firms, contract recruiters, online job postings, resume referral services or professional associations who recruit for membership.

With a few exceptions, third party employers *cannot participate on any campus events including job fairs, panels, or tabling*. Career Center will not approve the following third party recruiters and/or agencies:

- **Commission-only employers:** Postings with compensation exclusively based on commission or fees/percentages of sales from others under their sponsorship in the organization.
- **Multi-level employers** and/or other business ventures that requires an initial investment on the part of the applicant. That is, postings where the organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own business will not be approved.

Although College Central Network does not condone third party recruiting, exceptions will be made for companies that meet the following criteria:

- The third party agency is focused on career and personal development of student participants.  
\*Subject to review by the Career Center staff\*
  - Identifies itself as a third party agency in the job description
  - The third party recruiter does not charge any type of fee for service to the applicants
- Personal employment services (such as tutoring, daycare, etc.) meet all posting requirements AND is not a one-time personal task. That is, the services must be a reoccurring event that advances the career and educational goals of employees.