

Employer Statement of Understanding

Lorain County Community College Employment and Career Services

Services of Employment and Career Services Department of Lorain County Community College are available to organizations that understand and agree to the conditions stated below in the Employer Statement of Understanding. Your organization's request for services confirms an intent to comply.

Employment and Career Services is pleased to have the opportunity to assist your organization in fulfilling its human resource needs. It is our goal to help you connect with the talented and diverse students that Lorain County Community College has to offer. To better assist us in meeting your expectations and to best ensure that the experience proves to be educationally valuable to the participants, the Employment and Career Services assistance is made available with the following conditions and understandings:

1. Organization shall be equal opportunity employer in accordance with all applicable Federal and Ohio laws.
2. Organization will abide by all National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Employment Professionals, which include conducting professional and fair recruiting, interviewing and selection practices. Call Employment and Career Services at 440-366-4076 to request a copy of this document or go to NACE's Web site <http://www.naceweb.org/ethicsguide/about.htm>.
3. Organizations understand that persons whose services they may engage through contact with Employment and Career Services are not offering those services as agents or employees of Lorain County Community College.
4. Lorain County Community College and Employment and Career Services make no warranty, undertake no responsibility and shall bear no liability for the conduct, suitability or performance on the job of candidates engaged by the Organization through the services of Employment and Career Services. It is the responsibility of the Organization to undertake background and reference checks, as it believes prudent.
5. Student, alumni, and community résumés will be transmitted on the condition that parties outside of your organization will NOT be permitted access to those résumés without the written consent of the candidate.
6. Candidates will not be solicited to purchase products or services.
7. Organizations agree to provide relevant, detailed position and organization descriptions to Employment and Career Services upon request. Organizations also agree to site visits by Employment and Career Services staff upon request.
8. Organizations agree to report information about candidates affiliated with Employment and Career Services regarding their status as potential or confirmed hires, their salary levels, and constructive feedback on the candidate and recruiting process.
9. LCCC Employment and Career Services Department reserves the right of final approval for any and all job postings submitted to our Online Job Listing System.