# EMPLOYER GUIDELINES

Sierra College is committed to supporting our employer partners while respecting and protecting the privacy of our students, alumni, and Career Services users. Employers recruiting through Sierra College must comply with all applicable federal, state, and local employment laws and adhere to the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice.

Employers are required to comply with Equal Employment Opportunity (EEO) laws and apply affirmative action principles throughout the recruitment process. Opportunities that limit consideration to specific populations will be approved only when supported by documentation demonstrating a bona fide occupational qualification (BFOQ), as permitted by law.

## Employer Eligibility Requirements

To recruit through Sierra College Career and Transfer Connections, employers must meet the following requirements:

- Compensation must be at least the current California minimum wage. Commission-only positions are not permitted.
- Employers must accurately represent the duties, qualifications, and compensation of all employment opportunities in job postings and recruitment materials.
- If a business operates from a private residence or co-working space, all work performed by Sierra College students or alumni must be remote. Sierra College may require proof of a valid business license or tax identification number before approving the employer.

## Ineligible Employers and Opportunities

Sierra College Career and Transfer Connections reserves the right to deny or remove employers and job postings that do not meet our guidelines. The following opportunities are generally not eligible for recruitment services:

- Opportunities involving on-campus solicitation, distribution of promotional materials, or the sale of products or services.
- Positions for personal households, including babysitting, tutoring, house-sitting, or in-home caregiving.
- Opportunities focused on independent contractor recruitment, multi-level marketing (MLM), direct sales, commission-only roles, or recruiting individuals to establish their own business.
- Employers who are unable or unwilling to provide requested business information or documentation to verify their organization.
- Positions requiring applicants to pay fees or make financial investments, including unpaid mandatory training, orientation fees, or the purchase or rental of starter kits, samples, or supplies.
- Positions requesting sensitive personal information (such as Social Security numbers, bank account information, or photographs) during the initial application process.
- Employers whose primary business is in the cannabis industry. Because Sierra College complies with federal law regarding marijuana, these employers may not recruit through Handshake, other Sierra College platforms, or on-campus or virtual recruiting events.
- International opportunities and self-employment opportunities will be reviewed on a case-by-case basis.



SIERRA COLLEGE CAREER AND TRANSFER CONNECTIONS
SIERRACOLLEGE.EDU/CTC, 916.660.7481, CTC@SIERRACOLLEGE.EDU

## Internships

An internship is a form of experiential learning that integrates classroom knowledge with practical application and skill development in a professional work environment, whether in-person, remote, or hybrid. Internships provide students with valuable hands-on experience, opportunities to explore career fields, develop professional networks, and build career-ready skills.

One of the best ways to build your talent pipeline and better prepare your business for the future is by developing a quality internship program. We encourage all employers to consider hiring an intern. We also believe students should be paid for their work and contributions to organizations. Most of our students must work to pay for college.

According to the National Association of Colleges and Employers (NACE), internships also serve as an effective recruitment strategy, allowing employers to mentor, evaluate, and identify future talent. Learn more about NACE's definition of internships: National Association of Colleges and Employers (NACE) Connections.

For more information on internships: U.S. Department of Labor's Wage & Hour Division's Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act. Please review your local, state, and national labor laws to ensure that your internship postings meet these standards.

## Third Party Employers

A Third-Party Employer is an agency, organization, or individual that recruits candidates on behalf of another organization rather than for their own employment needs. This includes search firms, contract recruiters, job posting services, resume referral services, and professional associations recruiting for their members. The following guidelines apply:

- Third-party recruiters/agencies must identify themselves as a third party during registration and in job postings.
- Applicants may not be charged any up-front fees.
- Recruiters must disclose the client(s) they represent and where student information will be shared.
- Career and Transfer Connections may request this information and will maintain confidentiality.
- Recruiters may not require students to create accounts on external platforms unrelated to the employer or opportunity.
- Third-party recruiters/agencies must comply with FERPA requirements and only share candidate information with the applicant's written permission for the specific position listed. Student information may not be used, shared, or sold for other purposes. Learn more here: Family Educational Rights and Privacy Act (FERPA)
- Third-party employers acknowledge that Sierra College students and alumni are not agents or employees of the college and agree not to hold Sierra College responsible for their actions or inactions.

## Disclaimer

Career and Transfer Connections reserves the right to exercise its broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of Career and Transfer Connections, and we reserve the right to refuse service if a position does not appear to support the best interests of students or the College.

Sierra College makes no representations or guarantees about positions or student information. It is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Sierra College is unable to research the integrity of each organization or person that lists or posts a resume via Handshake.

## Connect with Sierra College to Explore Partnership Opportunities

Contact us at ctc@sierracollege.edu to connect with a Sierra College Career Specialist and explore how we can support your workforce needs.