

**DVC On-campus Student Recruitment by Employers**

Adoption:

REFERENCES:

Education Code section 76120

Penal Code section 556

CCCCD Board Policy sections 2001, 2019, 2043, 3013, 5032, 6001

CCCCD Business Procedure sections 6.01, 6.02, 6.03, 6.04, 6.06

CCCCD Human Resources Procedure sections 4000.17, 4000.02

CCCCD Student Services Procedure sections 3025, 3026, 3027

DVC Procedure sections 2001.01, 3012.01, 3013.01, 3025.01, 3025.02, 3025.03, 6001.01, 6001.02

The purpose of this Procedure is to regulate the on-campus recruitment of students **for employment** by businesses and employers. Enforcement of this Procedure is intended to support and contribute to a campus environment conducive to student learning and enhance the opportunity for students to interact with local businesses and community employers. In line with the College's Mission, this Procedure supports workforce development by providing students with the access to career development services necessary to help them establish and fulfill educational plans appropriate to their career goals. Additionally, this procedure encourages partnerships for economic growth of the DVC and local community and encourages lifelong learning by outlining events and activities that promote lifelong learning and enrich the community's cultural, intellectual and recreational environment.

This Procedure supplements existing CCCCCD policies and procedures related to free expression, advertising, solicitation, and sales and distribution of commercial materials. Career & Employment Services is responsible for administering this Procedure which relates to activities **for the College on the Pleasant Hill Campus**, unless otherwise noted. The College is a non-public forum, except for areas designated in this Procedure as limited public forum.

Diablo Valley College Career & Employment Services maintains recruitment processes that are fair and equitable to candidates and employing organizations in accordance with the National Association of Colleges and Employers (NACE) Principles of Professional Conduct.

**On-Campus Student Recruitment by Employers**

On-campus student recruitment by Employers (hereafter referred to as "on-campus recruitment") is defined as the process by which employers, businesses and agency recruiters visit the Pleasant Hill campus for the purpose of hiring DVC and local community members to volunteer, work or intern in their organizations or companies. There are various types of on-campus recruitment activities including but not limited to:

1. On-campus Recruitment in the Quad
2. Annual Job Fair
3. Interviewing on campus
4. Online job posting
5. Other, defined on page 4

**1. On-campus Recruitment in the Quad**

Dates and Times:

On-campus recruitment is permitted in the Quad during the fall and spring semesters only.

Summer recruitment is permitted with special permission of the Career & Employment Services Coordinator or designee.

Generally, on-campus recruitment in the Quad is permitted starting the first week of classes of each term and concludes during the last full week of classes at the end of the term.

Career & Employment Services will offer on-campus recruitment on consistent days and times that best meet the needs of the students and allow for adequate and effective marketing of and for employers.

On-campus recruitment in the Quad will not take place during student/college holidays, including winter and spring break, or for two weeks prior to the annual Job Fair. Other days where employers will not recruit include days where other departments host large events on the quad such as Transfer Day.

**Location:**

On-campus recruitment will take place in designated areas **on each campus. At the Pleasant Hill Campus, on-campus recruitment takes place** in the Quad (area in front of the Student Services Building) or, in some cases, in the Career & Employment Services Center. In the cases of inclement weather, recruitment may take place in the Cafeteria with permission of the Cafeteria Manager, obtained by the Career & Employment Services Coordinator or designee. **At the San Ramon Campus, the on-campus recruitment takes place in the Learning Commons Quad or other areas deemed appropriate by the Student Services & Instructional Support Coordinator or designee.**

Generally, on-campus recruitment in the Quad is not permitted in or near any academic classrooms, the cafeteria or in other areas including administrative offices or other student services areas that could interfere with student learning or other authorized activities.

**Number of visits per term:**

Generally, employers are welcome to schedule up to ten (10) recruitment events per term. The 10 visits per term are only in reference to employer recruiting on the Quad and do not include activities such as the Job Fair, career panels, on-campus interviewing or other career-related events.

**On-campus recruitment Request Process:**

Employers interested in scheduling on-campus recruitment on the Quad should complete and submit the recruitment request form to Career & Employment Services at least one week in advance of their intended campus visit date in order to assist with marketing and other logistical support. A confirmation letter and parking permit, when required, will be sent to all employers. .

Requests are approved on a first-come, first served basis.

**Marketing & Promotion:**

Flyers and other promotional materials are to be supplied by the business partner/employer directly to Career & Employment Services. If received one week in advance or earlier, Career & Employment Services is normally able to market events in the following ways:

- Notices posted on campus bulletin boards (8 ½ x 11, 14 copies)
- Notice on our online job posting system
- Notice on our monthly online and paper calendars

Posting flyers in classrooms, on automobiles or in other areas not approved by Career & Employment Services or the Student Life office **and Student Services and Instructional Support Coordinator** is not permitted.

**Career and Employment Services (PH) and Student Services (SRC) do not endorse or take responsibility for flyer content created by employers.**

Failure to follow procedure:

Career & Employment Services **and San Ramon Campus Student Services** reserve the right to suspend all on-campus recruitment privileges for any employer who repeatedly fails to adhere to the Procedure.

**2. Annual Job Fair**

Career & Employment Services hosts a Job Fair at the Pleasant Hill Campus once each year. In addition, a Job Fair may also be hosted at the San Ramon Campus. Dates are determined each year in accordance with the campus calendar, availability of appropriate space conducive to student learning and other considerations. Generally, a registration fee is charged for participation in the Job Fair that is used to pay for the event.

**3. Interviewing On Campus**

On-campus interviewing requests will be approved on a case-by-case basis by the Career & Employment Services Coordinator (PH) or Student Services and Instructional Support Coordinator (SRC), dependent upon available space and administrative resources.

**4. Online Job Posting**

Employers are invited to post open positions within their organizations on the Career & Employment Services online job posting system. This system can be accessed without prior notification to the Career & Employment Services website ([www.dvc.edu/career](http://www.dvc.edu/career)). Postings are reviewed for appropriate content and approved daily within the center located on the Pleasant Hill Campus.

**5. Other**

CalWORKs, WorkAbility III, EOPS and other departments (academic and student services) at both the Pleasant Hill and San Ramon Campuses often host career related events where local businesses and employers are invited to campus to interact with students. Career & Employment Services is available to assist departments, faculty and student clubs with staffing, logistics and other administrative support for these programs, activities and class visits in an effort to ensure positive and collaborative partnerships between businesses and community partners and the two DVC campuses.