



Colorado Mountain College Employer Recruiting Policies

General Criteria for Employers

Colorado Mountain College invites employer organizations to use our services provided they meet the following basic criteria:

- The organization has actual or anticipated employment opportunities available for students or alumni.
- The organization must accurately describe the responsibilities, requirements and conditions for advertised positions in all publicity, including online job postings and information sessions.
- Final approval of all jobs/internships is at the discretion of CMC.
- All employers must have a valid federal employer tax ID (“EIN”) number.

CMC collaborates with our employer partners that register on the **Handshake** platform. The following established policies determine eligibility of an employing organization or individual to utilize any employer services with Colorado Mountain College.

Eligible Employers

1. The employer must have an “employer-employee” relationship in which there are no fees associated with becoming an employee of the organization, outside of professional licensure fees that may need to be covered by the employee (e.g., Insurance licensing fees to sell insurance). Commission-only positions are not accepted.
2. Internships should be paid and/or approved for credit through a CMC academic program. CMC aligns its practices with the [National Association of Colleges and Employers \(NACE\) standards for internships](#). Internships may be unpaid if they provide training, supervision, and evaluation and meet [U.S. Department of Labor’s 7-part primary beneficiary test](#). CMC Career Services is happy to discuss internship proposals with interested employers.
 - a. If your internship falls under the purview of the School of Business, please see this site for their specific requirements to conduct a Paid Internship with the School of Business: <https://forms.office.com/pages/responsepage.aspx?id=SMQ59HRhaUW0-v-8gPguG2LhCaapClxGuGthiO-k7sxUREtJOUi2RIQxN1g5NEFIT111QzFFSkw0WCQIQCN0PWcu>
 - b. There are other programs at CMC that do internships who have their own specific rules, please see this website for more information: <https://coloradomtn.edu/academics/internship-program/>
3. Third-Party Recruiting/Staffing Agencies may post jobs on the CMC platform **Handshake** and attend career fairs, provided they include a complete position descriptions that clearly state candidates will be working through a third party. Positions must be located in the U.S. Career Services reserves the right to request the name and information about the originating employer at any time.

Ineligible Employers/Jobs

1. Any employer who does not meet one or more of the “Eligible Employers” criteria.
2. Network Marketing Organizations and Franchise Business Opportunities. Such organizations are those that engage in one or more of the following practices:
 - a) Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting others to set up their own business.

- b) Requirement of an initial financial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
 - c) Compensation is often or exclusively in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.
3. Positions in private homes and/or for personal services (i.e. babysitting, lawn care, personal care, moving help, tutoring, etc) may not be posted by individuals in **Handshake**. These opportunities may be submitted, however, on a flyer directly to the closest CMC campus for review and possible physical posting on a designated bulletin board. Each campus has discretion and authority over this approval process. Employers should contact their nearest CMC campus for assistance.
 4. Cannabis industry: We are not accepting job postings of this nature at this time. Hemp Industry: we are able to accept job postings for this industry.

Employer Conduct

Sales

No sale or distribution of products is allowed at recruiting events.

Confidentiality

Employers must maintain the confidentiality of all student and alumni information. Sharing information about a candidate with another organization is not acceptable unless the employer receives prior written consent from the candidate.

NACE Principles for Professional Practice

Employers are expected to adhere to the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#).

Equal Employment Opportunities

Employers are expected to avoid discrimination in their recruitment process and follow equal employment opportunity and affirmative action principles. Click to read the complete information on the U.S. Equal Employment Opportunity Commission's [Prohibited Employment Policies/Practices](#).

Compensation Transparency

The CMC job board - a website that hosts Colorado employers and shares jobs located in Colorado - encourages all employers to share full compensation and benefit information with applicants, including all information required by federal and state laws. It is each employer's responsibility to know and comply with applicable employment laws of the state. More information on recent Colorado legislation can be found here: <https://cdle.colorado.gov/equal-pay-for-equal-work-act-part-2>

Right to Refuse Service

Colorado Mountain College reserves the right to refuse service to any organization whose policies or goals are determined to be in conflict with the mission of Colorado Mountain College including, but not limited to, substantiated complaints by staff, students and alumni.