

UHCC JOB CENTER ONLINE

Terms of Usage for Employers

- A. Job Postings, Work-Based Opportunities, and Recruitment Activities. Employers are invited to register on the online system with general information about their company and employment opportunities available for students and alumni.

Employers are also encouraged to participate in work-based learning opportunities such as job shadowing, mentorship, cooperative education (class-credit awarded by faculty for internship experience partnership agreement with employer), practicum, preceptor, and classroom presentations. Upon registering with the UHCC Job Center, the following applies to all employer activities:

1. The UHCC Job Center Online complies with and requires employers who use our services to comply with U.S. Equal Employment Opportunity (EEO) and Federal and State Department of Labor guidelines.
2. Contact person(s) must represent legitimate businesses (i.e. legally registered with the Hawaii Department of Commerce and Consumer Affairs or other applicable agency, and using a valid General Excise Tax license).
3. Internship and work-based learning opportunities (both paid and unpaid) are welcomed but must be approved by the designated campus coordinator(s) of at least one of the following areas: job prep/employment services, cooperative education, internship, or service learning.
4. Job postings and recruitment activities must provide career opportunities offering a legitimate wage or salary.
5. UHCC Job Center Online staff reserve the right to refuse service to any employer or business in accordance with Section C of this document.

- B. UHCC Job Center Online Expectations of Employers. To further develop our partnership with employers, meet employer needs, and improve services to our students, UHCC Job Center Online (JCO) has developed the following expectations:

1. Employers are responsible for maintaining their job own listings. This includes posting new jobs, updating the existing job postings jobs as needed, and removing job postings if the position is filled before the posted expiration date.
2. Employers are responsible for maintaining their own “company” and “recruiter” profiles. This includes updating organization and contact information as needed, and/or informing Job Center Online staff of any personnel changes resulting in creating or deactivating the designated employer contacts in the system.

3. If an employer hires a UHCC student or alumni for a job posted in the UHCC Job Center Online, it is expected that the employer will report the hire within the job posting activity by changing the status to “filled.”
 4. Employers should inform the UHCC JCO staff regarding new initiatives, job development, and/or trends within the work environment and industry.
 5. Participation in surveys and informal opportunities to provide feedback regarding UHCC JCO services is highly encouraged.
- C. Conditions for Denial of Services related to Job Posting, Work-Based Opportunities, and Recruitment Activities. As an advocate for students and alumni and to promote career employment, UHCC Job Center Online staff reserve the right to not approve job postings based on the following:
1. Refusal or non-compliance of any item listed in Employers, [Section A. Job Postings, Work-Based Opportunities and Recruitment Activities.](#)
 2. One-day only jobs (e.g. model, spokesperson, promoter, special event staff, etc.)
 3. Network or multi-level marketing jobs. These are defined as positions:
 - a. with organizations that cannot guarantee a regular wage, and/or
 - b. the employee has to pay to join and/or remain in the organization, and/or
 - c. the employee conducts direct sales (the sale of a consumer product or service, person-to-person, away from a fixed retail location, marketed through independent sales representatives who are sometimes also referred to as consultants, distributors or other titles.)
 4. Jobs or work-based opportunities located in or at a home, including home-based offices, unless under the supervision of a company or agency that is bonded and/or insured.
 5. Jobs or work-based opportunities that require the applicant/employee to have a General Excise Tax license and/or operate as independent contractors.
 6. Unpaid intern or volunteer work that is not properly compensated according to the Fair Labor Standards Act (FLSA) as described at: <http://www.dol.gov/compliance/laws/comp-flsa.htm>
 7. Any position involving campaigning, canvassing and/or polling for a particular position, person, or cause.