

Lane Community College

Career & Employment Services Employer Recruitment Guidelines

The Career & Employment Services (CES) office at Lane Community College provides a service to its students by allowing employers to recruit and interview its students using Lane Job Connection job search system (including, but not limited to, on-campus recruiting, career fairs, job fairs, information sessions). In providing these services, CES seeks to maximize student choice in their selection of prospective employment. The Career Center requires that any employer using these services must abide by all applicable federal, state, and local laws prohibiting discrimination in hiring.

Lane Job Connection, (including, but not limited to, on-campus recruiting, career fairs, job fairs, information sessions) is for the listing of bona fide full-time, part-time, seasonal, and short-term positions by small and large businesses, government agencies, nonprofit organizations, on-campus employers, households, and individuals who adhere to [Equal Employment Opportunity](#) guidelines. Positions that request donations, fees, or investments or are items or services for sale cannot be listed on Lane Job Connection.

We reserve the right to refuse service to employers due to any of the following: requiring at the time of application personal information such as bank and social security numbers; misrepresentation by dishonest information or absence of information; fraud; harassment of Lane Community College students, alumni, or staff; breach of confidentiality; failure to adhere to these CES Guidelines and/or any violation of the [Lane Community College policies](#), and local, state, or federal laws.

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