UHCC JOB CENTER  
Terms of Usage for Employers

A. **Job Postings, Work-Based Opportunities, and Recruitment Activities.** Employers are invited to register on our online system with general information about their company and to post positions available for employment opportunities. Employers are also encouraged to participate in work-based learning opportunities such as job shadowing, mentorship, and classroom presentations. Upon registering with the UHCC Job Center, the following applies to all employer activities:

1. UHCC Job Center complies with and requires employers who use our services to also comply with U.S. Equal Employment Opportunity (EEO) guidelines.

2. Contact person(s) must represent employers from legitimate businesses registered with the Hawaii State Department of Commerce & Consumer Affairs (DCCA) and using a valid State of Hawaii General Excise Tax (GET) license.

3. Internship and work-based learning opportunities (both paid and un-paid) are welcomed but must be approved by one of the following: Job Placement Coordinator, Co-op Coordinator, Internship Coordinator or Service Learning Coordinators.

4. Job postings or recruitment activities must provide career opportunities offering a legitimate wage or salary.

5. UHCC Job Center reserves the right to refuse service to any employer or business in accordance with Section C of this document.

B. **UHCC Job Center Services Expectations of Employers.** To further develop our partnership with employers; meet employer needs; and improve services to our students, UHCC Job Center has developed the following expectations:

1. For our tracking and reporting purposes, UHCC Job Center staff *strongly recommends* that the employer reports a hire through the UHCC Job Center online system. Employers are responsible for maintaining the existing jobs and posting new jobs.

2. Employers are responsible for removing jobs before the expiration date, if the position is filled.

3. Inform the UHCC Job Center staff regarding new initiatives, job development, changes to staffing or job functions and/or trends within the work environment.

4. UHCC Job Center regularly administers surveys and informal opportunities to provide feedback regarding its services. Participation is highly encouraged.

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C. Conditions for Denial of Services related to Job Posting, Work-Based Opportunities, and Recruitment Activities. As an advocate for students and to promote career employment, UHCC Job Center will not post jobs according to 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.

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 as a volunteer where students are 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 as a government entity we must remain neutral therefore we cannot support any particular position.