Kalamazoo College
Center for Career and Professional Development

This document defines the policies that direct the partnership of Kalamazoo College’s Center for Career and Professional Development (CCPD) with Employers or Recruiters interested in contacting students, alumni and community members through this office for the purpose of offering employment opportunities and/or internships. These policies apply to both on-campus recruiting and electronic posting of opportunities on our employment/internship database, K-Connect.

- Employers or Recruiters wishing to conduct recruiting activities on campus must contact the CCPD. At this time, the primary means for recruiting on campus includes participation in the CCPD’s fall and spring recruiting events, dates of which may be found here: http://reason.kzoo.edu/ccd/employers/recruiting/.

- Employers or Recruiters wishing to post entry-level positions or internship opportunities must comply with criteria as listed in this document as well as on the CCPD website: http://reason.kzoo.edu/ccd/employers/jobposting. The CCPD reserves the right to decline postings that do not meet these criteria.

- Employers or Recruiters requiring up-front costs, paycheck deductions, etc., as a term for employment or employment consideration will NOT be scheduled for any on-campus recruiting event nor will job listings for this type of position be considered for posting on K-Connect. This includes, but is not limited to, positions requiring fees for: membership, startup, training, licenses, lessons, portfolios or placement, or the purchase of tools, samples, or sales kits.

- On-campus recruiting events cannot be combined with the marketing and/or sale of products or services to students.

- Employment agencies and search firms may list openings online and identify themselves as third-party recruiters in the employer registration process. Third-party recruiters may only participate in on-campus recruiting or job posting if they disclose the client (company name) for whom the position is posted. This disclosure must be made to the CCPD staff as well as to any potential candidates.

- All entry-level and internship opportunities offered to Kalamazoo College students and alumni must comply with Kalamazoo College’s equal opportunity statement (https://reason.kzoo.edu/hr/employ), with the federal guidelines for equal employment opportunities, and with the Fair Labor Standards Act.

- No recruiting will be accepted for employment related to working in an employer’s home. This includes, but is not limited to, childcare, eldercare, housekeeping, and/or tutoring. These positions may be submitted for possible posting on the “Classifieds” section of the College’s internal Hornet Hive portal by emailing career@kzoo.edu, and we suggest that employers advertise these positions through local newspapers or community resources.

- Posters and fliers advertising employment opportunities for students must be approved by the CCPD prior to posting in CCPD areas. Any employment notices or fliers posted or distributed on campus with Student Development stamped approval are not necessarily endorsed or supported by the CCPD. Any employment notices or fliers posted or distributed on campus without Student Development stamped approval may be immediately removed.

- The CCPD reserves the right to deny on-campus recruitment opportunities or position postings by any Employer or Recruiter at its discretion.

- Under no circumstances may any Employer or Recruiter disclose student information for other than recruiting purposes nor may student information be sold or provided to other entities.

- The CCPD works with Employers and Recruiters in accordance with the Principles for Professional Conduct For Career Services & Employment Professionals as outlined by the National Association of Colleges and Employers (NACE).