

Guidelines for Recruiters

Bucks County Community College

Bucks County Community College welcomes the opportunity to support your business's efforts to recruit our students. In the interest of maintaining a safe environment for all parties involved, we ask that all employers adhere to the following guidelines regarding on-campus recruiting and recruiting via the online job board.

On-Campus Recruiting

All employers interested in recruiting on any of our campuses should contact the Employer Liaison at (215) 504-8500, ext. 6476.

Employers are encouraged to register for one of the following recruiting options:

1. General job fairs held throughout the year. Please check www.bucks.edu/careerservices for information regarding upcoming job fairs. Industry specific job fairs (such as Nursing/Health and Science) are also offered throughout the year.
2. Online Job Board: By registering on Bucks County Community College's online job board, employers can take advantage of our free job posting service, search resumes¹, and sign-up for invitations to upcoming job fairs and other recruiting events.

Please be aware of the following guidelines regarding use of the online job board:

- ❖ Commission-only opportunities are not permitted on the online job board or at Bucks job fairs
- ❖ The following unpaid opportunities are permitted on the online job board:
 - Internships²
 - Volunteer work for community agencies
- ❖ Due to privacy concerns, individual families searching for nannies and babysitters are not granted access to the resume database.

Bucks County Community College reserves the right to decide if employment opportunities being offered are suitable for Bucks students.

Effective June 2009: Career Services requires at least one business day's notice for any employer who registers for an on-campus recruiting event (job fair or table) and is unable to attend. Employers who fail to check-in on the day of a recruiting event may be subject to the following restrictions as a result:

- Table space will only be reserved on a space-available basis 24 hours prior to future events
- Company name will not be added to the poster³

¹ Access to resumes is not available to some employers and is granted at Bucks' discretion.

² Employers interested in offering an internship for college credit must make arrangements through the appropriate Assistant Academic Dean or Area Coordinator. Please contact Career Services at (215) 968-8195 for a referral to the appropriate contact person. Career Services cannot grant or deny requests for college credit. Credit is granted based on an agreement established between the employer, the student, and the academic department.

³ Due to printing schedules, we can add company names up to one month before a job fair.

We appreciate that many companies are confronted with short-staffing and fluctuating personnel needs during these uncertain times, and that your ability to attend events is subject to change. However, we need to be considerate of our students, Physical Plant staff, and community members who rely on our office for accurate information about who is attending. By keeping us informed, you help us provide them with the most accurate information.

If it is difficult for you to attend in-person recruiting events, please consider sending fliers for posting at our campuses, posting positions on the Bucks Online Job Board, or sending literature for distribution at the fairs. Please call (215) 504-8500, ext. 6476 or email ojb@bucks.edu for additional questions regarding hiring Bucks students.