

# Employer Guidelines



The career centers at Orange Technical College provide assistance to employers seeking to recruit for full time, part time, internship and/or seasonal employment opportunities. Orange Technical College expects that employers act in accordance with the Principles of Professional Conduct for Employment Professionals outlined by National Association of Colleges and Employers (NACE). These principles and standards are used as a guide for our recruitment activities.

Specifically, Orange Technical College career centers maintain the following guidelines:

The following organizations will be permitted to post jobs on our online job database system, OTC Briefcase. [www.orangetechcollege.net/otc\\_briefcase](http://www.orangetechcollege.net/otc_briefcase) However, they will not be permitted to participate in Career Fair events or on-campus event interviewing programs.

**Third-party Recruiters:** These include executive search firms and employment agencies.

**Commission-only Employers:** These include organizations that do not pay a base salary to their employees.

**Multilevel Employers** (also known as "Pyramid Employers"): These include organizations that depend on employees recruiting others to sell products and services on a commission basis.

**Upfront Product Purchase Employers:** These include organizations that require employees to invest their own resources in the purchase of supplies, products or services to carry out their business.

**Solar Companies:** These include organizations that employ "grassroots" or "guerilla" marketing strategies to sell energy solutions to residential and commercial properties.

In addition, ALL employers recruiting at Orange Technical College must abide by the following:

- Provide appropriate permanent contact information.
- Clearly indicate the organization name, supply accurate information on their organization, employment opportunities, and compensation packages.
- Not solicit or sell their products during the course of recruiting.
- Fully disclose the structure of their compensation packages and business costs incurred through their first year of employment.
- Must maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases.
- Comply with OCPS EEO standards.

## Violations

OTC career centers reserve the right to refuse service and deny recruiting privileges to any employer who does not comply with the recruiting guidelines listed above.

### OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: Equal Employment Opportunity (EEO) Officer & Title IX Coordinator: Jared Brooks; ADA Coordinator: Michael D. Graf; Section 504 Coordinator: Latonia Green. (407.317.3200)