

Community College System of New Hampshire (CCSNH) Employment and Work-Based Learning Posting Policy

The intent of CCSNH employer posting services is to provide CCSNH students and alumni with information about employers who have positions for bona fide employment and to assist employers in the recruitment of qualified candidates. Submitted work opportunities, including internships (a form of work-based learning), will be reviewed to assess appropriateness for the education, skill sets, experience, and career enhancement of CCSNH students and alumni.

Posting Policies

CCSNH's online job and internship posting system is powered by College Central Network (CCN), allowing employers 24/7 access to current students and alumni. All employment and internship postings for students are to be directed to our CCN online portal and will be reviewed, and approved, by CCSNH staff prior to posting on-line.

Employer registration and postings will **NOT** be approved for employers who require up-front costs such as a fee payment, paycheck deductions, or investment as a term of employment or employment consideration. This includes but is not limited to positions requiring fees for membership, startup, training, lessons, portfolios or placement, or the purchase of tools, samples, or sales kits. This restriction also applies to organizations that provide financial incentives to staff who recruit new hires for which the recruiting staff receives a portion of the new hire's commission.

Employers are expected to adhere to the National Association of Colleges and Employers' [Principles for Employment Professionals](#)

Third Party Recruiting

The term 'third party recruiters' refers to, but is not limited to employment agencies, staffing services, temporary agencies, online job boards, recruiters, contractors. Third party recruiters may post employment opportunities through our on-line job posting system as long as they meet the following requirements:

- Willingness to reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permit CCSNH staff to verify this information by contacting the named client. This information is for internal purposes only so confidentiality of this information would be maintained and would not be published in any manner.
- Charge no fees to the candidate.
- Postings must be for bona fide employment opportunities.

Third party recruiters are expected to adhere to the National Association of Colleges and Employers' [Principles for Third Party Recruiters](#)

Conditions for Resume Search Approval Status

CCSNH colleges shall separately approve participating employers who seek resume search access.

Resume search status will **NOT** be granted to:

1. Third party recruiters

2. Home-based employers

Work-Based Learning Opportunities

Work-based learning is an instructional strategy that is valuable in preparing students for success in post-secondary education and careers. The primary purposes of work-based learning are to extend classroom learning, expose students to future career options, and provide skill development and mastery over time.

All work-based learning experiences involve partnerships among students, learning institutions, and industry or community professionals. Work-based learning opportunities are student centered and have specific learning objectives and outcomes. For the purposes of this site, all work-based learning opportunities must offer pre-determined benefit for all students. They may be either paid or unpaid; for college credit or not for credit as determined by each students' affiliated home educational institution. Representatives are available on each campus and will assist with the development of work-based learning opportunities.

Employers are responsible for becoming fully informed about work-based learning projects prior to posting positions. Compliance with federal, state, and local laws and regulations is mandatory including laws prohibiting employment discrimination. NH has specific laws and regulations concerning the compensation of applicants and liability of employers involved in unpaid work-based learning opportunities. Please review the following links:

[National Association of Colleges & Employers \(NACE\): Principles for Professional Practice](#)

- [Position Statement: U.S. Internships](#)
- [Position Statement: Unpaid Internships](#)

[U. S. Equal Employment Opportunity Commission: Employers](#)

[Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#)

[NH Department of Labor: School-to-Work](#)

[NH Department of Labor: School-to-Work FAQ](#)

For further information about work-based learning opportunities:

New Hampshire Department of Labor
95 Pleasant Street
Concord, NH 03301
Telephone: 603-271-3176
Hours of Operation: 8am - 4:30pm M-F

Denial of Service

CCSNH reserves the right to refuse services to employers or terminate a College Central Network employer account due to any of the following: dishonesty; discrimination; breach of confidentiality; inability to verify employer authenticity, reneging on established agreements between CCSNH Colleges and the employer (verbal or written); reneging on a job offer to a student; fraud; misrepresentation; harassment of CCSNH students, alumni, staff or faculty;

CCSNH job seeker, alumni, staff or faculty complaints; failure to adhere to CCSNH job posting policies and/or any other violation of CCSNH rules and regulations.

Commitment to Equal Employment Opportunities

CCSNH provides job posting services free of charge to employers, students, and community members. Employers who post employment and work-based learning opportunities with the CCSNH, guarantee that no student or prospective applicant shall be discriminated against or excluded from any benefits, activities, or programs on the grounds race, color, religion, national origin, age, sex, disability, genetic information, veteran status, marital status, sexual orientation, political affiliation, or lawful political activity.

CCSNH reserves the right to change this posting policy without notice.