



Job Postings – Employer Policies

The Center for Career Development at Bloomfield College uses the CSM Interface, BC Career Connections, to post part-time jobs, professional positions, volunteer opportunities, and internships.

To help ensure a beneficial partnership for all parties involved, Bloomfield College has developed the following guidelines based upon the National Association of Colleges and Employers (NACE) Principles for Professional Practice:

- **Employers should provide accurate information regarding available opportunities, including:**
 - Job title
 - Clear job description outlining duties and responsibilities of the student
 - Candidate's qualifications (e.g., skills, knowledge, level of experience)
 - Location of position
 - Shifts needing coverage
 - Supervisor's name and contact information

- **The Center for Career Development expects that the Employer will:**
 - Provide a full disclosure of pertinent information
 - Ensure a safe workplace environment that provides supervision of the student
 - Provide feedback to student on work performance
 - Guarantee that the student is not left unsupervised or alone to maintain operations
 - Follow equal opportunity interviewing, hiring, and employment practices
 - Ensure that alcohol will not be a part of the recruitment process or work environment
 - Employ students on an employer-employee basis where they are placed on company payroll (W-2)**

- **The Center for Career Development CANNOT post positions that involve:**
 - Fees/fundraising for training/participation or door-to-door solicitation
 - On-campus solicitation/sales
 - Commission-only pay structures
 - Construction/home repair or janitorial services
 - Childcare, personal tutoring, or positions where a student is required to work out of a private residence (e.g., house, apartment)
 - Employment via private individual with an un-established business (e.g., nanny, caretaker)

- **Third Party Recruiters (e.g., staffing agencies) must:**
 - Identify themselves as a third party recruiter
 - Provide name of organization and contact information
 - Provide name/location of client and accurate job description for all positions
 - Abide by all policies stated above

**1099 positions will be posted for BC alumni ONLY and must include the following disclaimer in the posting: "This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client. For more information please refer to www.irs.gov or talk with a tax professional."

The Center for Career Development at Bloomfield College reserves the right to deny an employer access to posting employment opportunities that are not in accordance with the aforementioned guidelines and policies.

Please contact The Center for Career Development via email at career_services@bloomfield.edu or by phone at 973-748-9000, x1250 to discuss any issues or concerns.