

**EAST LOS ANGELES COLLEGE  
CAREER & JOB SERVICES**

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**JOB POSTING POLICIES**

**Company/Organization Criteria:**

The Career and Job Services center will only approve account requests for companies and organizations that provide the following **complete** contact information:

- First name, last name, and job title of a contact person
- È( a@a!^•Á[ { Á@&[ ] a^qÁ[ { aÁ Cannot be a personal email account (gmail, yahoo, etc.)
- Mailing Address
- Telephone Number
- Website Address
- Company Description

Company/Organization must provide all required equipment for students to use  
If ELAC students are hired, employers and recruiters are required to complete **Form C: Student Hire Report** and report hiring student status at the end of the 2 month period

Failure to do so will result in the company/organization being removed from the list of companies. Employers will not be allowed to post future positions or participate in campus events.

**Posting Policy Requirements:**

The Career and Job Services center requires the following information for each position submitted:

- Job title
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- Clear job description (primary skills, knowledge and responsibilities)
- Ôaãæ^çÁ^~ã{^}•Á Level of education, majors, and level of experience)
- Application instructions and submission deadline
- Properly zoned local business address where supervised work will be conducted
  - If the main headquarters of the company is out of state, a local branch must be within a 50 mile radius of East Los Angeles College
- Indicate rate of pay, at least California State minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually) and is clearly publicized in the position description for non-internship opportunities
- All unpaid internships must comply with the criteria stated in the \_\_\_\_\_
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- ” Commission-only H P S O R postings with compensation exclusively based on commission or fees/percentages of sales from others under their sponsorship in the organization.
- ” Multi-level employers and/or other business ventures that requires an initial investment on the part of the applicant. That is, postings where the organization is sponsoring an individual to establish their own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own business will not be approved.

Although C&JS does not condone third party recruiting, exceptions will be made for companies that meet the following criteria:

- ” The third party agency is focused on career and personal development of student participants. \*Subject to review by C&JS staff\*
  - | Identifies itself as a third party agency in the job description
  - | The third party recruiter does not charge any type of fee for service to the applicants
- ” Personal employment services (such as tutoring, daycare, etc.) meet all posting requirements AND is not a one-time personal task. That is, the services must be a reoccurring event that advances the career and educational goals of employees.