BrahmaJOBS EMPLOYER GUIDELINES

The BrahmaJOBS site is for the listing of bona fide full-time, part-time, internship, seasonal, and short-term/casual positions by small and large businesses, government agencies, nonprofit organizations, on-campus employers, households, and individuals.

All employers posting jobs on BrahmaJOBS must adhere to Equal Employment Opportunity Commission anti-discrimination laws and regulations. Positions that request donations, fees, or investments or are items or services for sale cannot be listed on BrahmaJOBS.

We reserve the right to refuse BrahmaJOBS service to employers and contacts of employers due to any of the following:

- Requiring at the time of application personal information from applicants such as bank account, social security numbers
- Requiring or requesting donations, fees, investments
- Postings that are items or services for sale cannot be listed
- Misrepresentation by dishonest information or absence of information
- Fraud
- Harassment of Pierce College students, alumni, or staff
- Breach of confidentiality
- Failure to adhere to Career Center Employer guidelines and/or any other violation of Pierce College rules and regulations.
- Failure to comply with EEOC laws

The Pierce College Career Center follow’s NACE’s definition and criteria for Internships:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

For more information, see NACE’s Principle’s for Employment Professionals:
http://www.naceweb.org/principles/