



BlueRidge Community and
Technical College

Office of Career Services
On Campus Recruiting Guideline

Blue Ridge Community and Technical College provides a venue where students and alumni may network with regional employers through various on campus recruiting activities.

Following is an overview of several ways students can connect with employers who are interested in hiring Blue Ridge CTC students through our on-campus recruiting program:

- Online Job Postings
- On Campus Interviews
- Classroom Information Sessions
- Career Fairs

Job Posting

Available employment opportunities may be posted online on Career Services virtual job board. Forward job leads to the Office of Career Services via email at careerservices@blueridgectc.edu. Please include:

- Job Title
- Company Name
- Job Location
- Brief Description of the Job
- Qualifications
- How to Apply

You may also include a copy of the job description in this email.

On Campus Interviewing

Employers may schedule interview dates where they can conveniently interview students on campus.

Information Sessions

Many employers schedule information sessions during student classes targeting the majors they are seeking. During this session, they may overview their culture, hiring processes, employment opportunities, benefits and more.

Career Fairs

A career fair allows employers to create awareness of their organization, full and part time permanent employment opportunities and recruit potential candidates.

General Guidelines

General Conduct

Career Service events are not for employers to solicit employer business contacts, sell their products, or schedule appointments for future sales. If an employer is found to be conducting business other than recruiting participants for possible positions, that employer will be asked to leave the event immediately.

Confidentiality

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student/alumni information to another organization without the prior written consent of the student/alumni, unless necessitated by health and/or safety considerations.

Equal Employment Opportunity

Blue Ridge CTC requires employers who attend Career Services events are to follow the Equal Employment Opportunity (EEO) practices.

Third Party Recruiting/Staffing Agencies

Third Party Recruiting/Staffing Agencies will be placed on a waiting list and must meet the following requirements in order to attend the Career Fair:

- Charge no fees to the candidate.
- Disclose the employers they are representing and position descriptions to the Office of Career Services.
- Represent employment opportunities not currently available at the Career Fair.
- Provide position descriptions at the Career Fair for valid openings.
- Hire for positions available within a 50 mile radius of a Blue Ridge CTC campus.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

Third Party Recruiting/Staffing Agencies will be notified at least **3 weeks prior** to the Career Fair regarding their status on the wait list. The wait list requirement will be waived for Third Party Recruiting/Staffing Agencies hiring for a position within their agency.

Financial Services Employers & Insurance Agencies

This category pertains to positions that are more than 50% commission based and/or require out-of-pocket financial expenses including test-taking. All conditions for advertised positions must be **clearly** noted on job listings and are thoroughly explained in recruiting conversations and interviews with students and alumni. Only one branch office will be allowed participation in the Career Fair.

Network Marketing Companies

Network Marketing Companies are not considered "employers" by the Office of Career Services and are not eligible to participate in job fairs, on-campus interviewing, virtual job posting, employer presentations, and/or sponsorships for on-campus activities.

The Office of Career Services considers organizations that engage in the following to be Network Marketing Companies:

- Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

- Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
- Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Career Fair

Career Fair Registration

By filling out and submitting the registration form, you have registered for Blue Ridge CTC's Career Fair. We do have a limited number of spots and registrants will be admitted on a first come first serve basis. Submitting this registration does not mean that you will be a participant in the fair. If our capacity has been reached prior to your registration, your registration will be submitted, but you will be on the waitlist. If you are on the waitlist you will be admitted to the fair if and when there are any cancellations.

Career Fair Space & Fees

Registration is currently free for the Career Fair and includes:

- 5 or 6 foot table
- 1 Table Cloth
- 2 chairs
- Light refreshments

Due to limited space, a maximum of 2 representatives may staff each organization table.

Career Fair Cancellation & No Shows

Career Services requests that cancellations be requested one week before the fair. Career Service staff reserves the right to waitlist organizations who "no-show".

Directions

From 81 N – Take exit 12 – Turn LEFT at the light – Travel 1 mile and Blue Ridge CTC will be on your left.

From 81 S – Take exit 12 – Turn RIGHT at the light – Travel 1 mile and Blue Ridge CTC will be on your left.

Parking

Convenient parking is available on a first come first serve basis. Utilize the lot you approach as you enter our campus.

School Closings and Inclement Weather

In the event Blue Ridge CTC closes due to inclement weather or other unforeseen reasons, go to www.blueridgectc.edu, call 301-260-4380, or tune into local radio and television stations beginning at 6:00 am to hear if the Blue Ridge CTC campus is closed or if campus opening will be delayed for a specific number of hours. If Blue Ridge CTC is closed, then all events will be canceled. We will be in touch with you via e-mail to discuss the next steps. If no information is given, you should assume the campus is open.

Right to refuse: The Career Center reserves the right to deny access and participation to any student, alumni, recruiter, hiring organization and/or school.

Questions? Contact:

Christopher Cobian
Coordinator of Career Services
13650 Apple Harvest Drive
Martinsburg, WV 25403
304-260-4380 x2125
ccobian@blueridgectc.edu