

COMMITMENT TO STUDENTS AND COMMUNITY

BCCC affirms that career and employer engagement activities must support ethical employment practices, equitable access to opportunity, and career pathways that contribute positively to students' academic, professional, and economic outcomes. All job postings and recruitment activities must reflect these values and advance the College's mission of serving students and the Baltimore community with integrity and purpose.

EMPLOYER ASSURANCES STATEMENT

Baltimore City Community College (BCCC) is committed to expanding access to opportunity, advancing equitable workforce pathways, and supporting student success through ethical, transparent, and community-centered employer partnerships. The Center for Career Development & Employer Services ("the Center") utilizes services to include online, to connect employers with BCCC students and alumni for employment, internship, cooperative education, and experiential learning opportunities.

By engaging with BCCC students and alumni, employers affirm the following assurances:

- **Timelines and Deadlines**
Employers agree to adhere to all recruitment timelines and deadlines as agreed to in partnership with the Center. If deadlines are missed, employers acknowledge that interview coordination must be conducted directly with students.
- **Professional Communication and Scheduling**
The Center holds students accountable for missed or canceled interviews and requires them to communicate directly with employers. In the same spirit of professionalism, employers agree to notify both the Center and affected students promptly in the event of interview changes or cancellations.
- **Interview-Related Travel**
When an employer requires a student or alumnus to travel to another location for an interview, the employer agrees inform the Center. The employer may be asked to cover legitimate and reasonable travel expenses, ensuring equitable access and minimizing financial hardship.
- **Ethical Hiring Practices**
Employers agree not to pressure students or impose unreasonable deadlines in connection with employment offers, recognizing students' right to make informed and thoughtful career decisions.
- **Transparency in Recruitment Activities**
Employers agree to notify the Director of the Center of all on-campus or BCCC-affiliated

recruitment activities, whether or not those activities are facilitated directly through the Center.

- **Internships and Short-Term Employment**
Employers acknowledge that part-time employment, summer jobs, and internships do not obligate either the student or the employer to full-time employment following graduation.
- **Hiring Outcome Reporting**
Employers agree to notify the Center promptly when BCCC students or alumni accept offers of employment, internships, or related opportunities. This information supports program evaluation, accountability, and effective student engagement.
- **Equal Employment Opportunity (EEO)**
Employers must be in compliance with laws and regulations and demonstrate fair, inclusive, and nondiscriminatory recruitment and hiring practices including anti-discrimination provisions of the Immigration and Nationality Act (INA).

Right to Deny or Revoke Access

To uphold BCCC's mission, vision, and core values—and to protect the well-being of students and alumni—the Center for Career Development & Employer Services reserves the right to deny or revoke services for any employer that:

- Provide job postings that contain intentionally inaccurate, misleading, or fraudulent information;
- Engages in practices that mislead, exploit, or place students or alumni at risk; or
- Otherwise acts in a manner inconsistent with ethical recruitment practices or the best interests of the BCCC community.

Any suspected legal violations may be referred to the appropriate authorities, including the Baltimore City Police Department, as warranted.

Commitment to Partnership

BCCC values employer partnerships that demonstrate integrity, transparency, and a shared commitment to student success and workforce equity. These assurances are intended to foster a respectful, professional, and mutually beneficial recruitment environment that advances opportunity for students and strengthens the communities we serve.

- As an employer, I will not pressure or place unreasonable time limits on students when making employment offers.
- As an employer, I will notify the Director of all on-campus, recruiting-related activities whether or not they are being conducted through the Center.

- As an employer, I understand that part-time employment, summer jobs and internships should not obligate either party, student or employer, to a full-time commitment after graduation.
- As an employer, I will adhere and assure our organization will not tolerate any form of discrimination as we assist BCCC in its mission to expand access to education, advance equity, and prepare students for meaningful careers that strengthen the local and regional workforce. We understand that BCCC expects all employers utilizing BCCC services to adhere to these same ethical standards as listed below.
 - All employment, internship, and apprenticeship postings must present accurate, transparent, and complete information regarding the organization, position, qualifications, and employment conditions. Employers are required to comply fully with all Equal Employment Opportunity (EEO) laws and regulations and to demonstrate fair, inclusive, and nondiscriminatory recruitment and hiring practices including and not limited to students that are English Language Learners and those with disabilities.
 - EEO standards include the anti-discrimination provisions of the Immigration and Nationality Act (INA). Accordingly, job postings may not require U.S. citizenship or lawful permanent residence as a condition of employment unless such a requirement is explicitly mandated by law, regulation, executive order, or government contract. Employers are also prohibited from including job requirements or selection criteria that discriminate on the basis of citizenship status or national origin.
- As an employer, **I agree to notify the Center for Career Development & Employment Services as soon as students have accepted positions with our company.** *Your assistance in tracking this information will assist the Center to more effectively manage the disposition of students who are no longer actively involved in the On-Campus Recruitment Program.*

The Center for Career Development & Employer Services reserves the right to deny any potential or currently registered employer should the employer abuse the partnership, post intentionally inaccurate or misleading information, post fraudulent job opportunities, or abuse, mislead or put BCCC students/alumni in harm's way. Any legal violations will be referred to the Baltimore City Police Department.

Employer/Organization Name

Baltimore City Community College

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____