

Employer Information Packet for On Campus Recruiting

Career Services
Paradise Valley Community College
18401 N. 32nd Street
Phoenix, AZ 85028
(602) 787-7073



Welcome to Paradise Valley Community College!

Thank you for your interest in recruiting Paradise Valley Community College (PVCC) students! We are eager for you to make an employment connection with our students.

We aspire to make your visit to our campus as seamless as possible, but first we must navigate through the official paperwork. As a member of the Maricopa Community College District, PVCC must abide by MCCCCD Solicitation Policy, Facility Usage Policy, and Certificate of Commercial Liability Insurance requirements in addition to guidelines established by the MCCC Career Council. Therefore, recruiting on campus requires adherence to the following:

- PVCC On-Campus Recruiting Agreement, (page 3)
- Use of College Facilities Requirements
 - Facility Usage Agreement (will be provided by PVCC Fiscal Office)
 - Certificate of Commercial Liability Insurance* (2.4.9: B.1)
The certificate must include, at a minimum, the following insurance coverages:
 - General Liability (GL) = \$1,000,000
 - Automobile Liability (AL) = \$1,000,000
 - Workers' Compensation (WC) = statutory limits
- Compliance to Solicitation Policy 2.4.9, (page 2)

Recruiting on PVCC campus requires advanced planning:

Step 1. Review recruiting criteria.

Step 2. Return the signed PVCC On-Campus Recruiting Agreement to Career Services.
Employers are required to renew this on-campus recruiting agreement every fiscal year.

Step 3. Ronald Davis from our Fiscal Office will contact you about the Facility Use Agreement and Certificate of Insurance Requirements. You may also review and/or download the certificate of insurance from: http://www.maricopa.edu/legal/rmi/coi_require.htm

Step 4. Submit Facility Usage Agreement, Certificate of Insurance to Reserve Tables.

Step 5. If you have not received contact from Ronald Davis within 24 hours, please call Career Services.

Key Points for Table Reservations:

- Be aware of reservation lead-time to complete the paperwork process for first table reservation
- Table reservations are available on a first come, first serve basis
- Table reservations are only available in the “Solicitation Zone” located in KSC Building in front of the Bookstore
- On the date of the event, the Employer/Recruiter is required to check in with the Career Services Office in the KSC building with a PVCC Career Services staff member or representative
- Table reservations **are not** available the first two weeks of each semester (Fall and Spring)
- Table reservations **are not** available the last week of each semester (Fall and Spring)
- Fiscal Office Reservation Book opens:

August 15th for Fall Semester • **January 15th** for Spring Semester • **May 15th** for Summer Semesters

PVCC Solicitation Guidelines

For general information regarding solicitation at Paradise Valley Community College, contact the Student Life Center or Fiscal Office. Reservations for solicitation and submission of necessary tax licenses and/or certificate of commercial liability insurance and payment (\$50 per day or \$125 per full week) are processed through the Fiscal Office (602) 787-7350.

Solicitors for whom the fee will be waived include:

1. AZ/profit/nonprofit Universities*
2. US Military Branches
3. Solicitors of particular educational benefit to the interests of PVCC's students; sponsored by a club, organization, or academic division; or whose participation is approved by the Student Life Center
4. Petition Solicitors (See AR 2.4.8 Petition Signature Solicitation)
5. Organizations recruiting student employees**

*Universities also not restricted from have multiple universities on the same day

**SEE On-Campus Recruiting Agreement for more information

For the complete MCCCD Administrative Regulation, please reference the following web page.

http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#solicitation

Location, Time, and Other Restrictions:

1. Kranitz Student Center Hallway (KSC) (in front of the bookstore) is the designated location for PVCC for solicitation/vendors
2. Approval by Student Life is required for use of any other location
3. Designated solicitor hours are Monday - Thursday, 8:00 am - 7:00 pm (Friday table use is available for PVCC Student Clubs/Organizations only)
4. No Solicitors the first 2 weeks and last week of school
5. Limit of four table rentals/solicitors per day, first come first serve
6. Driving on campus for the purpose of unloading requires approval by College Safety
7. Amplification is forbidden without approval by Student Life
8. Standard space will be one table and two chairs (more than one table may be requested with approval contingent on availability and space)
9. Fiscal Office schedules table requests, prepares contracts/certificate of insurance and collects fees
10. Student Life Center monitors table use
11. Solicitors are restricted to not more than one of the same type of solicitor on the same day (i.e., only one business recruiter, or one healthcare recruiter, etc.)
12. Solicitors are limited to no more than fifty (50) hours of solicitation activity per semester

Policy Violations

Violations of this policy and/or other concerns related to solicitation should be reported to the Student Life Center and/or College Safety. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. Paradise Valley Community College assumes no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

PVCC On-Campus Recruiting Agreement

PVCC fee waiver for on-campus recruiting is for employers who can guarantee at least an hourly wage that complies with the State of Arizona minimum wage of \$6.75 an hour and the Fair Labor Standards Act. Recruiting employees for business opportunities that cannot make this guarantee or other ventures that require an initial investment do not qualify for a fee waiver from PVCC Career Services. This fee waiver does not extend to staffing agencies or other organizations that are paid by employer or job seeker.

Volunteer or unpaid internships require additional paperwork and must be completed by both the company and the student and approved through PVCC Career Services and MCCD Legal before internship may begin.

Equal Employment Opportunities (EEO) - Employers recruiting through the Maricopa County Community Colleges must provide Equal Employment Opportunities without regard to race, color, religion, gender, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other classifications protected by applicable state and federal employment laws, rules, and regulations, including the Americans with Disabilities Act.

Recruiter Conduct on Campus: Employer representatives may not harass students, solicit students outside of solicitation zone, or use any information obtained from applicants in an unethical manner.

The Maricopa Community Colleges' District (MCCCD) Career Centers reserve the right to grant access to employers as deemed appropriate and necessary to fit the needs of our various constituencies. Policy involves the review of requests for access to services from all employers for content and suitability. The Maricopa Community Colleges' reserve the right to deny access to recruiting on campus for positions from any business whose purpose is inconsistent with policies, regulations, or the overall mission of MCCCD.

Organization Name: _____

Contact Name(s): _____

Contact Email Address: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

I certify that (organization referenced above and its representatives) will abide by the requirements listed above and in the MCCD solicitation policy and that I am an official representative of the above-mentioned organization. By signing this agreement, above referenced organization and its representatives releases, Paradise Valley Community College and the Maricopa Community College District from any and all liabilities. Organizations recruit at their discretion and own risk, operating under their own companies workers compensation insurance.

Official Representative: (Please print name): _____

Signature: _____ Date: _____

Return PVCC On-Campus Recruiting Agreement to:



Norma Chandler
Coordinator, Career Services
Paradise Valley Community College
18401 N. 32nd Street, Phoenix, AZ 85032
Phone: 602-787-7073 Email: career.services@pvmail.maricopa.edu

