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Licensed Professional Counselors Association of GA **Job Connection Center** Guidelines for Employers
Licensed Professional Counselors Association of GA (LPCA) Job Connection Center (JCC) is first and foremost committed to working in the best interest of our LPCA members. JCC has established the following recruitment and posting guidelines to assist employers in making recruiting and hiring a professional, fair, and ethical experience. We encourage employers to contribute to a successful recruiting relationship by fully complying with the following policies. Employer services include, but are not limited to: career/job fairs; on-campus recruiting; employer information tables; employer informational sessions; career-sponsored outreach events and online job posting service (eRecruiting).

EQUAL EMPLOYMENT OPPORTUNITY

Seeking employment is a challenging process, LPCA supports and enforces the policies listing in "Playing Fair" available on the American Counselor Association, American Mental Health Counselors Association and National Association of Colleges and Employers Website:

<http://www.jobweb.com/studentarticles.aspx?id=902>

In order to provide fair and equitable services to our members and employers, requires adhere to the following policies: Employers must abide by the American Counselor Association, American Mental Health Counselors Association and National Association of Colleges and Employers Website:

<http://www.jobweb.com/studentarticles.aspx?id=902>

Principles for Professional Conduct and to the Equal Employment Opportunity (EEO) recruitment and employment guidelines and laws established by Federal and Georgia governments. (See above link)

RIGHT TO REFUSE SERVICE

While the Job Connection Center (JCC) of LPCA reserves the right to refuse services to those seeking to employ LPCA members, we provide a free job listing service to employers. We are not a placement agency providing any background information about members.

We reserve the right to refuse service to employers for factors such as the following:

- Providing fraudulent information and/or misrepresenting positions or company information through

dissemination of dishonest information or absence of information to the Job Connection Center or to members

- Receiving complaints from members regarding improper or illegal recruiting or employment practices or harassment
- Breaching of confidentiality of members information without prior written consent of the member.
- Offering positions not likely of interest to members
- Requiring members to pay personal funding to obtain the position
- Failing to adhere to JCC's policies and/or violating the LPCA equal opportunity regulations and rules, and local, state or federal laws
- Failing to accurately describe the responsibilities and requirements of the employment opportunity in all publicity, including publicity for employer information sessions.

Services Provided to Third-Party Agencies

Third-party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than their own needs. Third-party recruiters using JCC services are expected to follow the same policies and procedures established for recruiters representing their own organization. In addition, third-party recruiters are expected to adhere to several specific practices to ensure open and accurate communication with LPCA members. Job Connection Center will provide assistance to third-party agencies only when a third-party recruiter meets the following conditions:

- Meets the ACA, AMHCA, NACE and EEO policies and laws described above
- Charges no fees to the candidate
- Reveals to JCC the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits JCC to verify the information by contacting the named client if needed
- Provides a position description to JCC for valid openings

Posting Jobs at LPCA

Jobs posted on the LPCA eRecruiting website will automatically be assigned an expiration date of 30 days from the post date. Employers may select an expiration date earlier than the 30-day default. If the expiration date is beyond the 30 days selected, JCC will correct the date unless other arrangements have been made in advance.

Requests from Organizations to Target Only Specified Audiences

LPCA maintains and promotes a policy of non-discrimination and non-harassment on the basis of race, religion, color, sex, age, disabilities, marital status, sexual orientation, national origin, and citizenship. We provide the free job listing services only for employers whose hiring practices are non-discriminatory according to federal and state laws.

Grievances

The Job Connection Center will investigate complaints by users of our services about job postings, employers, or career events. If the Director determines that a complaint is justified, JCC may choose not to sponsor recruiting activities for the employer involved.

Any grievances from an employer must be in writing and addressed to the Executive Director of LPCA.