



## CLARK COLLEGE CAREER SERVICES

### **Job/Internship Posting and On-Campus Recruiting Guidelines**

- Jobs must pay a guaranteed hourly wage or salary that meets state minimum wage guidelines. If a job pays a base salary plus a commission, Career Services will evaluate the criteria for earning the commission before approving the job.
- Employers are required to have a current business license.
- We do not accept the following jobs and internships:
  - Multi-level marketing opportunities
  - Commission-only jobs
  - Home-based businesses
  - Opportunities that require any equipment or products to be purchased by the prospective employee in order to earn their wage, either prior to being hired, after the job offer, or after starting work.
  - Opportunities that charge or do not pay for any training required prior to employment.
- We require that you:
  - Provide a safe environment for your employees.
  - Are an Equal Opportunity Employer.
  - Comply with the Americans with Disabilities Act.
- Right of Refusal: We reserve the right to refuse service to any organization with any unresolved investigations, complaints filed with the Better Business Bureau, or for any other reason determined by Career Services.

For questions, contact the [Employer Relations Specialist](#) or call 360-992-2964.

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