

Domestic Job Order

Dear Employer;

Thank you for contacting Shasta College to recruit candidates for your job opening. We appreciate the opportunities that are extended to students to earn income for their college education and to gain practical experience in their field of study. Prior to announcing your job opportunity to interested student, please consider the following:

- The Shasta College Job Board is a referral service only. We do not conduct security or background checks on the student who are referred to jobs. We suggest that you conduct interviews and follow up on references before selecting a student to work in your home.
- Be ready to conduct an interview with the student by preparing a list of interview questions in advance. Also, we suggest asking for references that can speak on behalf of both the character and the abilities of the student.
- The job opportunity will be entered into our online Job Board and announcements can be posted around the campus. Open positions are also posted weekly to the Shasta College Facebook page. These listings will include your name and phone number so that students can contact you to express their interest in the job opportunity. We can also list a fax number and/or email address if you would like for candidates to contact you through these methods.
- The number of students interested in the position may vary widely depending on the type of position, the schedule, and the wage. If you are not successful in attracting a sufficient number of candidates, you may want to consider increasing the wage or offering flexibility in the work schedule when possible.

Included with this letter is a job order form and liability waiver, which must be completed, signed, and returned to our office. Once we receive your completed form, we will post your opening for one month unless we hear from you sooner. Be sure to give us a call if the position has not been filled within this time and you want the listing to remain open. Please let us know as soon as the position has been filled so that we may remove the job announcement from our system.

Thanks again for your interest in Shasta College students. We look forward to serving you.

Sincerely,

Mindy Halter
Internship Work Experience Coordinator
(530) 242-7572
mhalter@shastacollege.edu

Domestic Job Order

Contact Information:

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Job Order Information:

Position: _____ Pay Rate: _____

Hours: _____

Duties: _____

Requirements: _____

Apply by: (check all that apply) Phone Fax Email Other (specify below)

Liability Release

I have read the attached letter and understand that Shasta College offers a referral service only and is not responsible for the selection or conduct of students that respond to job opportunities listed through the Student Employment Center. I further understand that Shasta College has the right to refuse or remove any job listing.

Signature _____ Date _____

We appreciate your Job Order and THANK YOU for your interest in Shasta College students!