



EMPLOYMENT MANAGEMENT SERVICES

at Colorado Christian University

Thank you for your interest in using **Colorado Christian University's Employment Management Services (EMS)**!

We look forward to working with you and would like to take a few moments to describe our unique partnership program. We pride ourselves in having close relationships with our partnering businesses and students/alumni to serve them in the best way possible.

EMS functions quite differently than most college career offices, but we believe these distinctions enable us to best serve employers like you. We want to earn your trust so that we become a source of talent that you come back to year after year. EMS will save you time and energy as all our candidates have been through a screening process before we ever send them your way. Employers have said "yes" 92% of the time to the 1000+ EMS candidates they have interviewed. It takes a little more effort than a job board, but we have found that it is worth it and hope your experience is the same!

Here's what you need to know before partnering with EMS:

- It's FREE to both the organizations, students, and alumni!
- EMS does not accept the following positions: unpaid positions, positions that pay less than \$10.20/hour, canvassing, door-to-door sales, nanny, babysitting, private in-home services, phone marketing, or organizations that have not met payroll at any time in the last 24 months.
- **Churches and Camps PLEASE READ:** Church and Camp job opportunities will be sent to the CCU Life Directions Center (LDC) Job Board to be posted in an effort to reach a broader scope of candidates for your position. Candidates will directly contact the church or camp to inquire about the position. Please email Diana Harrison at dharrison@ccu.edu your job posting to be forwarded to the LDC Job Board.
- Candidates are prescreened, vetted and references checked by EMS staff to ensure qualified skill sets match the organization and their staffing needs before referring the candidate to an employer.
- EMS Partnered Employer Job opportunities are "blind" posted on the www.ccu.edu/ems website which means contact and organization information is not included in marketing job opportunities to ensure candidates are utilizing EMS to pursue employment with partnered employers.

Organizations partnered with EMS must adhere to the following:

- An interview for any and all candidates that EMS refers for an interview is required by phone or in person.
- Communication is necessary and essential!
 - Contact with the referred candidate should be within 2 business days to schedule an interview.
 - When candidate is extended an offer or declined, Employer informs EMS directly of the outcome of the interview and provides feedback.
 - Employers should inform EMS if the position is filled either through or outside EMS.
- Notify EMS of any CCU student that seeks employment that did not come directly from EMS.

We hope you find our services to be beneficial for your organization. To move to the next step in the Employer Partnership Process please agree to the above statements and fill out the [Employer Contact Form](#) to get started!

Diana Harrison

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Employment Management Services

Colorado Christian University

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www.ccu.edu/ems