

PLACEMENT POLICIES
FOR
WORK & TRAVEL AND
TRAINEE/INTERN PROGRAMS



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WORK AND TRAVEL PROGRAM

CENET placement services are optional. The work and travel placement fee is \$300. Your use of CENET's placement services indicates your agreement to properly screen candidates and to adhere to the terms and conditions.

Submission Process:

1. Visit www.culturalexchangenetwork.org/employers/placement.aspx and discuss the placement options with candidates. Please click the position number to review all details of the opening.
2. If a candidate is interested in a specific CENET placement:
 - a. Confirm that the candidate meets all requirements as listed in the job details (e.g., start date, end date, level of English).
 - b. Email ALL of the following to placement@culturalexchangenetwork.org:
 - i. CV – must be typed and must contain academic information including the expected month/year of graduation; work experience including the month/year and specific duties/responsibilities; level of English; date of birth; photo
 - ii. Available start date and end date (*please confirm specific dates with candidates – employers make decisions based upon definite availability!*)
 - iii. Job number of desired position(s)
 - iv. Confirmation of this placement policy

Candidates will not be eligible for placement unless all of the above is received. A CENET representative will contact you regarding missing information or to clarify any necessary details.

Placement Procedures:

- CENET will review the CV and make an initial determination of acceptability for the desired position. If acceptable, CENET will forward the CV to the requested employer. The employer will review the CV and provide feedback to CENET regarding their interest in the candidate. CENET will notify you if the employer is not interested, and the candidate may request a different placement, if desired. CENET will contact up to three employers for placement; however, only one offer will be made per participant. Participants are not charged a fee if a requested employer is not interested.
- If the employer is interested in the candidate, the employer may require a phone or Skype interview. A CENET representative will notify you of the interview schedule by email. You are required to notify the candidate of the schedule, and then to confirm the interview with CENET by the deadline indicated in the interview request email. Some employers may request more than one interview. Participants are not charged a fee if a requested employer is not interested in the candidate after the interview.
 - If a candidate rejects an interview request or fails to participate in a scheduled interview, you must notify CENET immediately. No further placement efforts will be made for the candidate, and you will be invoiced a **\$100 penalty fee**.
 - CENET will make two attempts to contact you about a requested interview. If you do not respond to an interview request, you will be invoiced a **\$100 penalty fee**.
- If the employer wishes to hire the candidate, you will be notified by email. You MUST submit the participant's full online application AND email the application ID number to placement@culturalexchangenetwork.org within **3 days of job confirmation**. Failure to do so will result in job and program cancellation. The job offer form will be provided upon receipt of application and email confirmation.
 - If a candidate rejects a job after it is confirmed, you must notify CENET immediately. No further placement efforts will be made for the candidate, and you will be invoiced a **\$100 penalty fee**.
- You are required to notify the CENET representative of the participant's visa interview date once confirmed, as well as to immediately notify CENET of the visa decision after the interview.
- You are required to notify the CENET representative of the participant's travel schedule once confirmed. Complete arrival information (e.g., flight/bus/train schedules) should be submitted at least one week prior to arrival in the United States.
 - Participants MUST arrive within 2 days of the start date provided to CENET at the time of CV submission. Failure to comply with this requirement will result in program cancellation.

TRAINING/INTERNSHIP PROGRAM

CENET placement services are optional. The training/internship placement fee is \$600. Your use of CENET's placement services indicates your agreement to properly screen candidates and to adhere to the terms and conditions.

Submission Process:

1. Visit www.culturalexchangenetwork.org/employers/placement.aspx and discuss the placement options with candidates. Please click the position number to review all details of the opening.
2. If a candidate is interested in a specific CENET placement:
 - a. Confirm that the candidate meets all requirements as listed in the job details (e.g., program dates, prior experience, academic background).
 - b. Email ALL of the following to placement@culturalexchangenetwork.org:
 - i. CV – must be typed and must contain academic information including the month/year of graduation (or expected); work experience including the month/year and specific duties/responsibilities; level of English; date of birth; photo
 - ii. Available start date and desired program duration (*please confirm specific dates with candidates – employers make decisions based upon definite availability!*)
 - iii. Job number of desired position(s)
 - iv. Confirmation of this placement policy

Candidates will not be eligible for placement unless all of the above is received. A CENET representative will contact you regarding missing information or to clarify any necessary details.

Placement Procedures:

- CENET will review the CV and make an initial determination of acceptability for the desired position. If acceptable, CENET will forward the CV to the requested employer. The employer will review the CV and provide feedback to CENET regarding their interest in the candidate. CENET will notify you if the employer is not interested, and the candidate may request a different placement, if desired. CENET will contact up to three employers for placement; however, only one offer will be made per candidate. Participants are not charged a fee if a requested employer is not interested.
- If the employer is interested in the candidate, the employer will require a phone or Skype interview. A CENET representative will notify you of the interview schedule by email. You are required to notify the candidate of the schedule, and then to confirm the interview with CENET by the deadline indicated in the interview request email. Some employers may request more than one interview. Participants are not charged a fee if a requested employer is not interested in the candidate after the interview.
 - If a candidate rejects an interview request or fails to participate in a scheduled interview, you must notify CENET immediately. No further placement efforts will be made for the candidate, and you will be invoiced a **\$200 penalty fee**.
 - CENET will make two attempts to contact you about a scheduled interview. If you do not respond to an interview request, you will be invoiced a **\$200 penalty fee**.
- If the employer wishes to hire the candidate, you will be notified by email. You MUST submit the participant's full online application AND email the application ID number to placement@culturalexchangenetwork.org within **10 days of job confirmation**. Failure to do so will result in job and program cancelation.
 - If a candidate rejects a job after it is confirmed, you must notify CENET immediately. No further placement efforts will be made for the candidate, and you will be invoiced a **\$200 penalty fee**.
- You are required to notify the CENET representative of the participant's visa interview date once confirmed, as well as to immediately notify CENET of the visa decision after the interview.
- You are required to notify the CENET representative of the participant's travel schedule once confirmed. Complete arrival information (e.g., flight/bus/train schedules) should be submitted at least one week prior to arrival in the United States.
 - Participants MUST arrive within 7 days of the start date provided to CENET at the time of CV submission; some employers may require participants to arrive within fewer days of the start date. Failure to comply with this requirement will result in program cancellation.

General Terms and Conditions

Placement is not guaranteed.

Employers consider available dates when selecting candidates for positions. Any changes in the start or end dates after the position is confirmed may result in loss of position.

If a participant is dissatisfied with the employer, he or she must submit a written record of the complaint in order for CENET to provide assistance. If a participant leaves his/her position without filing a written complaint and without CENET approval, the participant will be terminated.

If the original offer cannot be honored by the host company, CENET will assist in finding one new placement. CENET is not responsible for any living expenses or travel expenses the participant incurs while searching for a new position. Reasonable efforts will be made to locate an alternative placement in the same city, but it cannot be guaranteed. The participant should also be encouraged to search for a position independently.

CENET will not assist in finding a new position if the participant is released from his or her position due to poor performance, poor attitude, excessive tardiness, or repeated absences.

RESTRICTIONS

Failure to abide by CENET's policies can result in revocation of placement privileges.

If you consistently fail to follow the resume submission process or if you incur 3 penalty fees, CENET will restrict your ability to use CENET placement services.

If you have not paid or made arrangements to pay a penalty fee, CENET reserves the right to restrict you from submitting all program applications, including self-placed, until the fee is paid.

PLACEMENT REFUND POLICY

CENET must be notified immediately if the participant withdraws from the program. After CENET placement has been secured and payment received, CENET will only issue a placement refund if the employer cancels the position and an alternative offer cannot be provided. In the case of a visa denial, a work and travel candidate will receive a \$200 placement refund and a trainee/intern candidate will receive a \$400 placement refund.

If the participant is released from his or her position due to poor performance, poor attitude, excessive tardiness, or repeated absences, no refund will be provided.

**Thank you in advance for following CENET's placements policies.
Your cooperation will enable CENET to strengthen its relationships with employers
in order to continue to provide quality placements for your candidates.**