

**CENTER FOR CAREER AND PROFESSIONAL  
DEVELOPMENT**

**EMPLOYER RECRUITMENT POLICIES**

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**Nexus Building, Room 225**

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## **Employer Recruitment Policies and Procedures**

Employers seeking to recruit Adelphi University students for internships and jobs are expected to follow Equal Employment Opportunity (EEO) guidelines, as indicated by the [National Association of Colleges and Employers \(NACE\) Professional Standards for University Relations and Recruiting](#), in addition to our outlined guidelines

The Center for Career and Professional Development offers employers a range of ways to connect with our students. From campus recruitment and resume collections, to hosting organizational events, employer representatives can participate in workshops, employer panels, as well as our Annual Job and Internship Expo.

When you are looking for qualified employees, you are welcome to visit Handshake, our exclusive platform where Adelphi students and alumni find opportunities including full-time, part-time, internships, volunteer work, and Federal Work-Study positions.

The Center for Career and Professional Development believes that it is in the best interest of both students and employers to allow adequate time for students to make an informed decision about whether to accept or decline an offer of employment. As an employer, you will benefit from hiring candidates who have a sincere interest in working for your organization. Therefore, please provide sufficient time to analyze the offer. According to NACE, "the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information." Please see the full article on "[reasonable offer guidelines](#)."

Adelphi University's Center for Career and Professional Development appreciates your interest in recruiting and hiring Adelphi students, and looks forward to partnering with you. Our goal is to provide outstanding service to our employer partners, in addition to providing excellent employment opportunities for our students.

The following describes our recruitment policies and procedures, outlining parameters for businesses to interact with students/alumni when seeking to fill jobs or internship opportunities. Employers and organizations recruiting with Adelphi University must abide by and adhere to the [NACE Principals for Ethical Professional Practice](#), the U.S. equal opportunity and nondiscrimination laws.

## **Disclaimer**

The Center for Career and Professional Development reserves the right to exclude any employer from recruiting activities and to edit, delete, or refuse any employer profile or job posting at any time.

Center for Career and Professional Development at Adelphi University acts only as an information service. The office does not endorse any individual employer and cautions students to ask appropriate questions to be sure that the position is right for them. The Career Center makes no recommendations or guarantees about the positions or employers listed through our office or about those who visit campus to meet students or alumni. Students and/or alumni are responsible for verifying the credentials and integrity of the employer.

Adelphi's Center for Career and Professional Development is not responsible for safety, wages, working conditions or other aspects of off-campus employment. These web sites may contain links to other web sites not under control of the University or The Center for Career Development. The University and The Center for Career Development are not responsible for any error or omissions, or for the results obtained from the use of this information. Students or alumni who discover any misuse or abuse of this website are encouraged to report the matter to The Center for Career and Professional Development as soon as possible.

## **Post a Job or Internship**

The Adelphi University Center for Career and Professional Development reserves the right to decline a company that registers through Handshake if they do not abide by the guidelines below. In addition, in order to be approved, an organization must be in good standing with other Colleges and Universities using the system. Companies must have a Handshake trust score and approval rating greater than 75% and must not have any red flags on their account.

### **Organizations are required to register and complete a full profile on Handshake that includes:**

- Organization Name
- Organization website (must be a working site)
- Primary contact name
- Primary contact job title
- Primary contact email address (no generic email accounts; Gmail, Yahoo, Hotmail, and AOL will be accepted)
- Primary contact email address that is specifically linked to the organization posting the position
- Internship compensation must be in accordance with the U.S. Department of Labor Standards. Internship for academic credit is determined on a case by case basis between the student and his or her academic department. The Center for Career Development does not organize this process

### **We will not approve the following positions on Handshake:**

- Positions based in a private home, such as babysitters, personal care attendants, tutors, eldercare
- Positions that require students/alumni to pay a fee
- Positions that require students/alumni to make upfront purchase of service or products
- Positions based on a "pyramid" or "multi-level" networking structure requiring or encouraging the recruitment of others to sell products and services
- Positions lacking sufficient detail in the description
- Positions offering only commission-based compensation may not be posted
- Employers offering positions that pay less than minimum wage
- Positions that involve construction/home repair
- Positions that involve door-to-door solicitation

## **Third-Party Recruiters**

The Center for Career and Professional Development defines Third-Party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities on behalf of other organizations (profit or not-for-profit), rather than for internal positions. This includes entities that make referrals or recruit for agencies that collect student information to be shared with other employers. Examples include employment agencies, search firms, and contract recruiters, acting on behalf of their portfolio companies, and online job posting or resume referral services.

Third-Party recruiters may attend select career fairs. They will be required to verify in advance whether they are recruiting for their own organization or for their clients. Third-Party firms who are recruiting for positions within their own organizations must clearly specify this. Failure to abide by these requirements will result in loss of access to Career Center services.

### **Third-Party recruiters representing client organizations must:**

- Identify themselves as a Third-Party recruiter in their Handshake employer profile and in all client job announcements
- Not charge a fee to the candidate at any time
- Provide the Center for Career and Professional Development (should it be requested) with a list of the employer clients for whom they are recruiting
- Provide accurate position descriptions
- Only release candidate information provided to the identified employer in accordance with the [Family Educational Rights and Privacy Act](#) (FERPA). Re-disclosure of candidate information to any other parties is not permitted.

## **Start-Ups**

The Center for Career and Professional Development has established the criteria below to identify appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed sufficiently in their business development process so they can:

- Provide a company name, business address, website and email address, and identify a principle as a key contact
- Verify that they are not seeking potential partners or investors.
- Confirm that they have obtained the necessary business licenses and Tax IDs as well as sufficient funding, including identifying their funding model and investors, if requested.
- Offer positions for pay, not just equity
- Provide clearly defined organization and position descriptions in Handshake.

## **Additional Ways to Partner**

### **ON-CAMPUS RECRUITMENT**

Employers can screen résumés and select graduating bachelor's and master's degree candidates for half hour interviews. Recruitment dates for corporations, government, and nonprofit organizations usually take place in April. Recruitment for educational institutions and social work agencies takes place in March. Accounting recruitment is held in October. Interviews may also be arranged at the employer's location.

### **PANELS AND DISCUSSIONS**

The Center for Career and Professional Development regularly schedules panels and presentations designed to provide students with information about career paths within their industries. Leaders and representatives from a range of fields describe these opportunities and answer questions from the Adelphi student audience. Contact the Center for Career and Professional Development to learn more.

### **INTERNSHIPS**

Employers may submit descriptions of their internships—whether for pay, on a volunteer basis, or for college credit. If the interested student will be working for credit, it is his/her responsibility to arrange for this with the respective academic department. Please email our Internship Coordinator with your internship opportunities to [internships@adelphi.edu](mailto:internships@adelphi.edu). Internship must comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI, and IX, and ADA) and the **Fair Labor Standards Act** of the U.S. Department of Labor when recruiting for any unpaid internship(s).

### **JOB AND INTERNSHIP EXPO**

Corporations, government agencies, educational institutions, and healthcare organizations are invited to promote current or anticipated job opportunities. Adelphi University's Annual Job and Internship Expo is scheduled during the spring semester. Space is limited and by invitation.

### **Job Expo Cancellation Policy**

No refunds will be made for cancellations. Organizations that do not show for the career fair (The "Expo") are still responsible for full payment. Organizations with outstanding balances will not be considered for participation in future events.



## **MENTORING OPPORTUNITIES**

Here is your chance to influence future leaders! You can become an important part of students' learning by creating an ongoing association, or by being available for a single informational interview. Educate students about your professional work environment, career path, and industry trends. Allow an Adelphi student to shadow you during your typical work day to learn the inner workings of your field.

## **JAGGAR COMMUNITY FELLOWS PROGRAM**

The Jaggar Community Fellows Program is a competitive summer internship program for non-graduating students (first-year through graduate students). Open to all majors, the program provides students with an opportunity to gain valuable experience in the nonprofit sector in the advocacy, communications, education, healthcare, and environmental sectors.

## **PANTHERS WITH A PURPOSE**

This program partners Adelphi students interested in gaining valuable experience with nonprofits across Long Island and New York City. Panthers with a Purpose is the sister program of the *Jaggar Community Fellows Program*. The Panthers with a Purpose program attracts students from various disciplines who work 10-15 hours a week to complete projects that aid in the sustainability of nonprofit organizations in the advocacy, communications, education and enrichment, and environmental sectors.

## **AMERICA READS/AMERICA COUNTS**

America Reads is a national tutoring campaign initiated in 1997 to help children learn to read well and independently by the end of elementary school. Building on the success of the America Reads Challenge, America Counts was initiated in July 1999. America Counts is designed to help improve student achievement in mathematics. Dedicated Adelphi students partner with teachers to tutor students, grades K through 9, at no cost to participating school districts.

**For additional information about our recruitment policies, please contact The Center for Career and Professional Development at 516-877-3130 or email us at [employerservices@adelphi.edu](mailto:employerservices@adelphi.edu).**