

***ADELPHI UNIVERSITY***  
***CENTER FOR CAREER AND***  
***PROFESSIONAL DEVELOPMENT***  
***EMPLOYER RECRUITING POLICIES***

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**The Center for Career and Professional Development**  
**Nexus Building, Room 225**

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## Employer Recruiting Policies

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 employer various ways to connect with our students. Ranging from campus recruitment, resume collections, hosting employer events, employer representatives can participate in workshops, employer panels as well as our annual job and internship expo.

When you're looking for employees, you need to visit Handshake, our online service used to recruit Adelphi students and alumni for all types of employment including full-time, part-time, internships, volunteer opportunities and work-study.

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. Students who are able to analyze sufficiently all information at their disposal will be more confident in their choices, and employers will benefit from hiring candidates who have a sincere interest in honoring their commitment. 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." For the full article on "[reasonable offer guidelines](#)."

## Employer Recruitment Policies and Procedures

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

The following details our recruiting policies and procedures. They have been established to define the parameters within businesses can 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.

### DISCLAIMERS

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

When you're looking for employees, you need to visit Handshake, our online service used to recruit Adelphi students and alumni for all types of employment—including full-time, part-time, volunteer, internships, temporary/seasonal, and work-study. The Adelphi University Center for Career and Professional Development reserves the right to approve or decline hiring organizations that register 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 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 include:**

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 are determined on a case by case basis between the student and their 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 prior to employment.

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 for other organizations rather than for internal positions. This includes entities that make referrals or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. Examples are employment agencies, search firms, contract recruiters, venture capital firms acting on behalf of their portfolio companies, and online job posting or resume referral services.

Third party recruiters can attend select career fairs. They will be required to verify in advance whether they are recruiting for their own organizations or for their clients. Third-party firms who are recruiting for positions within their own organizations must clearly differentiate those opportunities from their client engagements. Failure to abide by these third-party requirements will result in loss of access to the Career Center services.

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

- Identify themselves as a third-party recruiter in their Handshake employer profile and all client job announcements.
- Fees are not charges 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, and, if requested after review, provide a copy of the retainer(s) signed by their employer client(s) authorizing them to act as their sole campus representatives.
- Provide accurate position descriptions for valid openings on Handshake.
- 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 these criteria for identifying 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 ID's 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 students 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 Development regularly schedules panels and presentations designed to provide students with information about various careers and industries. Leaders and representatives from different fields describe opportunities available to Adelphi students, and answer questions from the audience. Contact the Center for Career Development to discuss the possibility of speaking to students about your profession.

### 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 **Department of Labor Fair Labor Standards Act** 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 in the spring. Space is limited and by invitation. **Job Fair Cancellation Policy** No refunds will be made for job fair registration cancellations. Organizations that do not show for the event are still responsible for full payment. Organizations with outstanding payments will not be considered for participation in future events.

### MENTORING OPPORTUNITIES

Here is your chance to influence and mold future employees! You can become an important part of students' learning by creating an ongoing relationship, or, if your time is limited, 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 program for non-graduating students (first-year through graduate students). The program is open to all majors and provides students with an opportunity to gain valuable experience in the nonprofit sector. Typically, approximately 40 undergraduate and 10 graduate students are chosen from the applicant pool.

### **PANTHERS WITH A PURPOSE**

This program partners Adelphi students interested in gaining valuable insight and 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 University's flagship premier summertime experiential learning, donor-supported program.

The Panthers with a Purpose program attracts students from various disciplines. The semester-long interns are paid \$16 an hour and work 10-15 hours a week to complete projects that aid in the sustainability of the nonprofits in the advocacy, communications, education and enrichment, and environmental sectors. The program has been fortunate to partner with many leading nonprofits across Long Island and the New York metro area.

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