

Purchase College, SUNY
Career Development Center

Employer Recruiting Information and Guidelines

The Purchase College Career Development Centers welcomes your partnership and supports your recruiting efforts as you reach out to Purchase College students. We ask that all employers who wish to promote job and internship opportunities adhere to the following guidelines.

Thank you for recruiting Purchase College students and alumni!

Nondiscrimination Policy

Purchase College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to service, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the Purchase community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

To recruit students and alumni, employers must adhere to the [Purchase College Nondiscrimination Policy](#) and [Equal Employment Opportunity \(EEO\)](#) standards. Employers who use Purchase College facilities or services must agree to abide by this policy.

Professional Conduct

The Purchase College, SUNY Career Development Center requires recruiting organizations to adhere to and refer to the [Principles for Ethical Professional Practice \(naceweb.org\)](#)

Note on Purchase JobScore

Our career services management system, Purchase JobScore, is a third-party system - [Symplicity](#) - and is not a Purchase College, SUNY system. Messages from the system will be from suny-purchase@esm.symplicity.com and not from an @purchase.edu email address.

Third-Party Recruiters

Employment agencies, search firms, contract recruiters, and online job posting or resume referral services are required to adhere to the below standards to access Purchase JobScore:

1. No fees may be charged to applicants at any time.
2. All relevant information about the hiring employer must be disclosed to applicants before an interview.
3. Solicitation of services to other businesses while on campus is prohibited.
4. The organization's name must be disclosed to the student and appropriate employer contact information must be provided to the Career Development Center.
5. Job postings must prominently display their privacy policies or a link to the website where they can be viewed, specifying who will have access to student information.

Commission Only/Entrepreneurial Opportunities/Fees

Commission sales opportunities may be listed to students through Purchase JobScore provided that the compensation arrangement is clearly indicated in the posting and thoroughly explained in any interview or conversations prior to offers.

The Purchase College, SUNY Career Development Center prohibits employers from posting positions on Purchase JobScore or recruiting on-campus if candidates are required to pay a fee. Furthermore, companies that require an

enrollment fee, start-up cost, or the purchase of equipment or inventory for resale are not permitted to post or recruit on campus.

Incomplete Employer Information

To post a position on Purchase JobScore, companies must provide specific information about their organization, including a valid website and an organization description. The use of the official company/organization email address is strongly recommended (and required for most organizations). The Career Development Center may require organizations to provide further verification.

Compensation and Pay Transparency

Compensation details must clearly state if the position is 100% commission and include the base salary if partially commission-based. Internships must be clear if they are paid or unpaid. Every employer with wage-based positions should comply with minimum wage rates set forth by the [United States Department of Labor's Fair Labor Standards Act \(FLSA\)](#).

As of September 2023, New York state businesses with four or more employees must list compensation ranges for designated job opportunities, promotions, and transfers. The required range must include the minimum and maximum annual salary or hourly compensation believed to be accurate at the time of the job posting. Please see [Pay Transparency | Department of Labor \(ny.gov\)](#) for more information.

Internships: Paid and Unpaid

Academic internships may be paid or unpaid in accordance with the [US Department of Labor](#). An internship can be both paid and for academic credit. **The Career Development Center strongly encourages for-profit internship sites to offer students compensation of at least minimum wage.** Non-profit organizations are also encouraged to compensate interns and if that is not possible, to offer a stipend, travel reimbursement, or housing expenses for a summer program. Please refer to the [NACE Position Statement](#) on the need for all internships to be paid and [NACE's Guide to Internships](#).

Please note that academic credit is not a form of compensation for an internship from employers; students pay tuition for internship credit for both paid and unpaid internships.

Please note that while all members of staff, including interns, may be asked to complete a variety of tasks, the majority of the interns' assignments must be learning-based. Primarily, an internship (whether paid or unpaid) differs from a job because the student's learning is the central focus of the experience.

Common Internship Questions

How many hours can an intern work per week?

This depends on how many credits a student is receiving for the internship:

4 Credits = 150 hours/semester (10 hours per week for 15 weeks)

3 Credits = 112.5 hours/semester (7.5 hours per week for 15 weeks)

2 Credits = 75 hours/semester (5 hours per week for 15 weeks)

1 Credit = 37.5 hours/semester (2.5 hours per week for 15 weeks)

What are your approval and evaluation deadlines as an internship site supervisor?

Deadlines are dependent upon the semester that the student is interning; fall, spring, or summer internships. Supervisors must complete their section of the internship learning contract prior to the start of the internship as well as an intern evaluation once the internship is ending.

Internship site supervisors must complete their portion of the online **Internship Learning Contract** in order for a student to successfully register their internship with Purchase College. The email "*Purchase College Student Internship Approval Needed*" will be sent to site supervisors with access to the contract.

Near the end of an academic internship, internship site supervisors are required to complete and submit the online **Intern Evaluation Form** in a timely manner. A direct link to the form will be sent to the supervisor. Completion of the evaluation is required in order for a student to earn academic credit.

Online Learning Contract:

Fall Intern Deadline: 1st week of September
Spring Intern Deadline: last week of January
Summer Intern Deadline: first week of July

Intern Evaluation Form:

Fall Intern Deadline: 2nd week of December
Spring Intern Deadline: 2nd Week of May
Summer Intern: 1st week of August

If I have questions/issues regarding the internship/intern, who should I contact?

Please contact the Assistant Director of Experiential Education; career.development@purchase.edu

On-Campus Visits

The Purchase College Career Development Center can arrange and publicize your on-campus presentations, information tables, resume collections, and other recruiting opportunities to aid employers in creating a presence on-campus and attracting qualified and talented candidates. We also invite employers to participate in our annual spring Job & Internship Fair and other opportunity fairs.

Information tables can be set up during the academic year in the lobby of Campus Center North, a high-trafficked area for students to meet with you and learn about your organization and possible employment/internship opportunities.

Information sessions and presentations can be held by employers for students, with the understanding that students will be educated on a specific topic and provided with valuable skills and knowledge while simultaneously introducing them to your organization.

There is no formal on-campus interviewing program at Purchase College, however, employers can interview students on campus with a provided space and an interview schedule. For more information on this please reach out to the Center.

If an employer wishes to participate in/co-sponsor special events such as *Mock Interview Day*, *Panel Presentations*, or *Networking Programs*, they are more than welcome to be included and should contact the Center for involvement details. Special partnerships and sponsorships are also encouraged and welcomed at Purchase College and may result in increased visibility and name recognition of your organization. Details about tabling/recruiting can be found on Purchase College's [Recruiting on Campus Page](#).

Unpaid/Volunteer Positions

Not-for-profit organizations that offer service-learning opportunities are allowed to post service learning/volunteer opportunities on Purchase JobScore. Unpaid/volunteer opportunities that do not fall under this definition may not be posted, unless it is an unpaid internship that meets all internship guidelines listed above.

Brand and Service Promotions

Any employer seeking a candidate to promote a product, service, or website to other students on campus will not be posted on Purchase JobScore. Examples might include *Campus brand ambassadors*, *Campus managers/ reps*, *Campus marketing assistants*. Exceptions can be made for non-profit organizations and other approved partners of Purchase College.

Employment Job Matching Websites/Services

The Career Development Center does not allow a company access to Purchase JobScore when only used to promote a specific job search website or employment matching service. Examples might include:

- Sites that match tutors, teachers, nannies, work from home positions, etc.
- Job search website promotion

Only positions for employment vacancies within the organization will be approved. Advertisements to become a user/registrant on the site will not be approved.

Private Residence/In-Home & Childcare Employers

As a courtesy to the local community, the Career Development Center invites families to post childcare, tutoring, and other appropriate in-home/private residence positions on Purchase JobScore. Please note that Purchase College, SUNY reserves the right to determine the suitability and appropriateness of these types of positions and other opportunities offered to Purchase students. For more information, please view our [Information for Private Residence/Childcare Employers](#).

No-Show Policy for Purchase College Students

Job interviews and employment opportunities through the Career Development Center are privileges granted to students/alumni. Those who schedule interviews/appointments are expected to honor their appointments and related commitments. Students must adhere to our [No Show and Cancellation Policy](#) for employer interviews.

Disclaimer

The Career Development Center serves as a referral source for jobs and other opportunities and generally cannot make specific recommendations regarding off-campus employers. The Center makes no guarantees about the positions listed by the Center on *Purchase JobScore*. The Career Development Center is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the large volume of jobs received by the Center, we are not able to research the integrity of every organization or individual that lists a job with us. Students and alumni are urged to use their common sense when applying for any job or internship, particularly if it is a domestic role and employment in a private home, or other opportunities not affiliated with a public or private sector organization.

Right of Refusal

Purchase College, SUNY reserves the right to determine the suitability and appropriateness of jobs and other opportunities offered to Purchase students. We reserve the right to refuse service if an organization has any unresolved investigations, complaints filed with the Better Business Bureau, or other official complaint boards, or for any egregious behavior as determined by the Purchase College, SUNY Career Development Center. Explanation for refusal does not have to be provided by Purchase College, SUNY in the event that we deem a job or other opportunity as unsuitable.