

Purchase College, SUNY Career Development Center Employer Recruiting Policy

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 please adhere to the following guidelines.

Non-Discrimination 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 that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

www.purchase.edu/live/blurbs/984-nondiscrimination-policy

In order 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 [National Association of Colleges and Employers \(NACE\) Principles for Professional Conduct](#).

Third-Party Recruiters

Employment agencies, search firms, contract recruiters, and online job posting or resume referral services are required 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 prior to an interview.
3. Solicitation of services to other businesses while on campus is prohibited.
4. Third party recruiters will not have access to online resume books.
5. Name of organization must be disclosed to the student and appropriate employer contact information must be provided to the Career Development Center.
6. Online 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 and thoroughly explained in any interview or recruitment 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.

Mystery Shopper or similar opportunities are not permitted for posting on Purchase JobScore.

Incomplete Employer Information

In order to post a position on Purchase JobScore, companies must provide specific information about their organization, including a valid website and detailed organization description, so that interested candidates may research career opportunities in depth. The use of the official company/organization email address is strongly recommended for timely processing of registration/posting approval. The Career Development Center may require organizations to provide further verification.

Compensation

Compensation details must clearly state if the position is 100% commission and include the base salary if partially commission-based. Though it is not required to disclose salary amount/hourly rate for non-commission based opportunities, employers should be clear on how the participant will be compensated in the job posting (i.e. annual salary, weekly, daily, hourly.) 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 \(FLSA\)](#).

Internships: Paid and Unpaid

According to the [National Association of Colleges and Employers \(NACE\)](#), an internship is defined as: *"A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."*

An employee is an individual who is hired to perform a job or service on a full-time or part-time basis and is paid for the performance of his or her duties by the employer. If a student is hired as an employee, the US Fair Labor Standards Act (FLSA) requires that he or she is paid at least minimum wage. Please refer to the [US Department of Labor Wage and Hour Division](#).

If a student is hired as an intern, the employer is not required to provide compensation; however, the internship site must comply with the [US Department of Labor's six criteria](#) for establishing unpaid internships

To ensure that an experience - whether it is a traditional internship or one conducted remotely or virtually - is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If a position does not meet the above criteria, we will be unable to permit it for posting on Purchase JobScore.

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 engine or employment matching service. Examples might include:

- Sites that match tutors, teachers, nannies, work from home positions, etc.
- Job search engine 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](#).

Job & Internship Fair Multiple Agencies/Offices Policy

The Career Development Center has the right to limit the number of tables for each organization attending the fair (regardless of unique agency name). This is to maximize employer registrants' access to participants and to allow for a diverse representation of organizations.

Job & Internship Fair Cancellation Policy

No refunds will be made for cancellations made less than one month before the fair date. Organizations that are a no-show for the fair are still responsible for full payment.

No Show Policy for Purchase College Students

Students must adhere to our [No Show and Cancellation Policy](#) for employer interviews and scheduled events.

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 each and 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 internships, 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.