

GENERAL INFORMATION



HOFSTRA UNIVERSITY THE CENTER FOR CAREER DESIGN & DEVELOPMENT EMPLOYER RECRUITING POLICIES

GENERAL INFORMATION

Contents

General Information _____	3
General Employer Eligibility _____	4
Position Posting Information _____	5
Third Party Recruiters _____	6
Information on Unpaid Internships _____	7
Fairs, Campus Events and On and Off-Campus Interviews _____	8

GENERAL INFORMATION

General Information

The Center for Career Design & Development is pleased that you are interested in recruiting and hiring students from Hofstra University, and we look forward to your partnership. We offer many services and methods for you to connect with our students to find the right candidates for your opportunities. The Center for Career Design & Development provides services for undergraduate and graduate students. However, students in graduate business, law and medical programs receive services through their respective schools and colleges.

Graduate Business Career Relations - <https://www.hofstra.edu/business/graduate-career/>

Law School - <https://law.hofstra.edu/careers/>

Medical School - <https://medicine.hofstra.edu/career/>

This document provides details on recruiting policies and procedures. Failure to abide by these guidelines may result in loss of recruiting privileges through The Center for Career Design & Development and on the Hofstra campus. The Center for Career Design & Development offers assistance to employers and individuals in accordance with the Principles of Professional Conduct for College and University Career Services Professionals of the National Association of Colleges and Employers. Employers and organizations recruiting are expected to abide by and adhere to the NACE Principles for Professional Practice, the U.S. equal opportunity and nondiscrimination laws, Hofstra University's Nondiscrimination and Harassment Policy and the Fair Labor Standards Act.

Approval to use Hofstra facilities does not imply University approval or endorsement of the recruiting organization/individual or its policies, practices or products/services.

GENERAL EMPLOYER ELIGIBILITY

General Employer Eligibility

In order to remain eligible for The Center for Career Design & Development employer programs and services, all employers must abide by the policies listed below. In addition, Hofstra University reserves the right to alter these requirements or include additional requirements for specific services, as deemed appropriate by Hofstra.

- Employers must be familiar with and abide by NACE [Principles for Professional Practice](#)
- Employers must be familiar with and abide by U.S. equal opportunity and nondiscrimination laws
- Employers must be familiar with and abide by the Fair Labor Standards Act.
- Employers must abide by the Department of Justice's Immigration and Nationality Act prohibiting unfair immigration-related employment practices. 8 U.S.C. § 1324b.
- Employers must provide valid contact information, including an organizational email account. Employers using personal (Gmail, Yahoo, Hotmail, and similar) email accounts are not permitted to post job/internship opportunities or utilize other Center services without appropriate Center for Career Design & Development authorization.
- Positions may not be contingent upon candidates paying fees related to application or employment.
- The Center for Career Design & Development requires employers to verify compensation type to determine if opportunities are appropriately classified and for specific services and events.
- Employers must fully disclose to The Center for Career Design & Development and students/alumni the structure of their compensation packages and any costs incurred for future training or certifications.
- Employers must not solicit or sell their products or services during the course of recruiting.
- Employers must ensure that all recruiting professionals are trained and understand how to professionally represent their employer.
- Employers may not provide or consume alcohol in recruiting activities.

Please contact our Director of External Relations at (516-463-6060) if you have question about any of these criteria.

The Center for Career Design & Development is committed to upholding the principles articulated in [the Hofstra Nondiscrimination Policy](#) and the [Hofstra University Harassment Policy](#).

POSITION POSTING INFORMATION

Position Posting Information

The Center for Career Design & Development at Hofstra University welcomes organizations to post positions into our Handshake account. Employers may post a variety of positions, including full-time opportunities, part-time opportunities, temporary/seasonal opportunities, internships, volunteer opportunities and more. Directions for creating an account and posting positions are available at <https://support.joinhandshake.com/hc/en-us>.

Organizations are required to register and complete a full profile, which can include:

- Organization name
- Organization website
- Primary contact name
- Primary contact job title
- Primary contact address and phone number
- Primary contact email address (associated specifically with the posting organization)

The following are prohibited*:

- Positions requiring majors not available at Hofstra University.
- Opportunities taking place in residential settings (babysitter, tutor) if the employee is being paid directly by the homeowner, and not by a third-party organization responsible for placing such employees. In-home childcare positions can be posted at our School of Education by calling (516) 463-5740.
- Other home-based positions at the discretion of The Center for Career Design & Development.
- Positions from organizations of any type that require students/alumni to pay a fee prior to employment.
- Positions that would require activities that violate campus policies or the law.
- Positions that require students/alumni to make an upfront purchase of services or products.
- Any opportunities based on a “pyramid” or “multi-level” networking structure requiring or encouraging the recruitment of others to sell products and services.
- Any opportunity requiring students to sell any product or service on campus.

*The Center for Career Design & Development reserves the right to deny recruiting privileges for other cases not represented in the list above.

Other position considerations:

- Any commission-only positions must be clearly stated as such in any recruiting setting (e.g. career fairs, information sessions, other events, postings).
- Third-party recruiters may post both anonymous and identified positions. However, the organization must follow all policies outlined in this document, including the third-party recruiters section that follows.
- Employers must indicate if there is a remote work or hybrid component to any posted role. Employers are expected to abide by this selection and, if the particular situation changes, to revise the job posting.

THIRD PARTY RECRUITERS

Third Party Recruiters

Third Party Recruiters include agencies, organizations, or individuals recruiting for temporary, part-time, or full-time employment opportunities other than for their own needs. The Hofstra Center for Career Design & Development endorses the NACE Principles for **Third Party Recruiters**. In addition, The Center for Career Design & Development requires that third party recruiters abide by the following:

- Third party recruiters must comply with the applicable federal and state non-discrimination laws to include the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA.)
- All job listings must clearly indicate that candidates will be working through a third party recruiter. Third-party recruiters may post both anonymous and identified positions on Handshake. However, the organization must disclose the name of the hiring employer and position description upon request of The Center for Career Design & Development or those considering applying.
- Under no circumstances may fees be charged to candidates for any position promoted through Hofstra University during career fairs, through posting on Handshake or in any other mediums.
- Third-party recruiters will not disclose to any employer, including the client-employer, any candidate information without obtaining prior written consent from the candidate. Under no circumstances can candidate information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job postings must prominently display their privacy policies on their web sites, specifying who will have access to candidate information. Candidate's names and/or resumes obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidate involved.
- Third party recruiters may not post positions for employing organizations that participate in The Center for Career Design & Development's On-Campus Recruitment Program.
- When deemed necessary, third-party recruiters will disclose information upon request to The Center for Career Design & Development that would enable The Center for Career Design & Development to verify posted job opportunities. Job posting information should include contact information for the organization for which the third party is providing recruiting services. The Hofstra Center for Career Design & Development will respect the confidentiality of this information and may not publish it in any manner.

INFORMATION ON UNPAID INTERNSHIPS

Information on Unpaid Internships

The Center for Career Design & Development actively encourages employers to make internship opportunities available to Hofstra students. However, the Center encourages all organizations to pay interns whenever possible and expects all recruiting organizations to follow the Department of Labor [test on unpaid internships](#) and be familiar with the NACE Position Statement on Unpaid Internships (below).

The NACE position statement on unpaid internships is framed by the following principles, beliefs, and assumptions:

- Internships provide unique and valuable experiences for students both academically and in professional career preparation.
- The term “internship” encompasses many different program models (i.e. paid and unpaid; full time and part time; of varying length; as a required part of an academic curriculum or as a course option; for academic credit or no credit). The broad use of this term to cover diverse circumstances makes it difficult to apply common and consistent standards, guidelines, and applicable policies.
- Internships exist or can exist in literally every kind of business, industry, organization, and sector—both public and private.
- What constitutes an internship is determined in the final analysis by the student’s college or university and the employer.
- Internship programs should ideally involve a close partnership between the university, the participating student, and the employer in which all accrue some form of benefit.
- The federal and state governments have significant roles in providing and enforcing laws and guidelines to protect the interests of both employers and employees in the workplace.
- Unpaid internships in the not-for-profit sector reflect the fiscal realities and limitations for organizations in that sector and are acknowledged accordingly in current Department of Labor guidelines and enforcement practices.
- All interns, regardless of their compensation, should enjoy similar basic protections in the work setting consistent with all laws, ethical considerations, and sound business practices.

Based on the above principles, beliefs, and assumptions, and the information supplied by NACE members, NACE’s position statement on the issue of unpaid internships is:

“The National Association of Colleges and Employers (NACE), representing more than 3,000 higher education institutions and employing organizations, recognizes the enormous value of internship programs to individual student participants and both the higher education and employer communities. We believe that the U.S Department of Labor criteria for assessing whether internships in the for-profit sector may be unpaid must be reviewed and further clarified to ensure they account for the incredible diversity of students, higher education institutions, and employing organizations involved in such programs. Further, all interns, regardless of their compensation, should enjoy similar, basic protections in the work setting consistent with all laws, ethical considerations, and sound business practices.”

FAIRS, CAMPUS EVENT AND ON AND OFF-CAMPUS INTERVIEWS

Fairs, Campus Event and On and Off-Campus Interviews

The Center for Career Design & Development at Hofstra University hosts a variety of events throughout each year to connect students/alumni with hiring organizations. Organizations must adhere to the following criteria for participation:

- Organizations participating in any fairs must adhere to the requirements in the “General Employer Eligibility” section of this document.
- Organizations are required to register online for each event and remit appropriate fees (where applicable) prior to the date of the event. Organizations who do not pay prior to the event will have their participation cancelled and will be unable to attend.
- Organizations registered as non- or not-for-profit registration discounts must be able to produce documentation of status.
- Organizations hiring for commission-only positions may attend career fairs, but must be explicit in printed and spoken communication about the nature of the role(s).
- Organizations can work with The Center for Career Design & Development to build awareness of their campus brand. Visiting student organization meetings or classrooms without consent from The Center for Career Design & Development or appropriate academic departments is expressly prohibited.
- Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose the names of the represented employers to candidates. Under no circumstances may fees be charged to candidates for any position promoted through Hofstra University during career fairs or associated job postings.
- Employers are not permitted to post any flyers on campus or leave any promotional materials in any campus building. Such materials should be given to The Center for Career Design & Development.