



ADELPHI UNIVERSITY
CENTER FOR CAREER AND
PROFESSIONAL DEVELOPMENT
EMPLOYER RECRUITING POLICIES

The Center for Career and Professional Development

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](#)

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 outstanding service to our employer partners, in addition to providing excellent employment opportunities to our students.

THANK YOU FOR YOUR INTEREST IN RECRUITING AND HIRING STUDENTS AND LOOK FORWARD TO PARTNERING WITH YOU.

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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.

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.

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.

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.

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- 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)

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.

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.

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.

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. Internship must comply with all federal and state Equal Employment Opportunity (EEO) laws (Title Vi, and IX, and ADA) and the _____ when recruiting for any unpaid internship(s).

Corporations, government agencies, educational institutions, and healthcare organizations are invited to promote current or anticipated job opportunities. Adelphi University’s annual Job and Internship

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.

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 [Panthers with a Purpose](#), 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 \$15 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.

America Reads is a national campaign that was initiated in 1997 that challenges every American to help our children learn to read well and independently by the end of elementary school. There are more than 1,200 colleges and universities participating in the America Reads Challenge across the country.

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. Nationwide, there are approximately 300 colleges and universities participating in America Counts.

Dedicated Adelphi students partner with teachers to tutor students, grades K through 9, at no cost to the participating districts.