

Nexus Center for Applied Learning and Career Development

FARMINGDALE STATE COLLEGE EMPLOYER RECRUITMENT POLICY

Right to Refuse

All job postings received by Farmingdale State College are presumed to be in compliance with all federal, state and local employment laws and regulations, as well as FSC's policies and provisions. Organizations offering unpaid internships should carefully review and are responsible for compliance with the U.S. Department of Labor's Fair Labor Standards Act. Employers hosting unpaid internships agree to take the necessary steps for students to gain academic credit for their experiences.

Farmingdale State College is committed to the principles of equal opportunity, respect and fair treatment for all. Accordingly, the Nexus Center reserves the right to deny job and internship posting requests from any employer whose postings, policies or procedures may violate the College's commitment to equal opportunity and fair treatment for all, regardless of race, color, sex, age, ethnicity, religion, national origin, sexual orientation, disability, marital status, status as a military veteran or any other basis prohibited by applicable law. Additional factors that may lead to exclusion from recruitment activities at Farmingdale State College include: fraud, misrepresentation, dishonesty, breach of confidentiality; harassment of FSC students, alumni, or staff; failure to adhere to College policies and/or any violation of federal, state and local laws; requiring personal information (e.g. bank and /or social security numbers) when not part of the interviewing/hiring process. If it is determined that a complaint is justified, we reserve the right to deny requests for future recruitment activity. In FSC's efforts to post a diverse group of professional opportunities which match its degree programs each semester, the Nexus Center may limit the number of active postings for a particular industry.

Employer Recruiting Policy

1. Organization must accurately describe the responsibilities and requirements for the opportunities it offers in all postings on the Nexus Center's CareerConnect platform and at recruitment events.
All conditions for posted positions must be clearly advertised in the position description. This includes, but is not limited to, unpaid internships and commission-based positions. *Note: Employers hosting unpaid internships agree to take the necessary steps for students to gain academic credit for their experiences.*
2. If a position is paid, the rate of pay must meet New York State minimum wage guidelines.
3. The employer must comply with all federal, NY State and local government Equal Employment Opportunity laws and regulations, along with Farmingdale State College policies.
4. COVID-19/HEALTH & SAFETY: Employer represents and warrants that it is currently, and will continue to be, in compliance with all applicable laws, regulations, and public directives, including, but not limited to, those issued in times of an emergency, regarding the health and safety of employees, the public, and student interns.
5. In meeting its goal of creating a balance of opportunities that align with all of its degree programs, FSC shall determine which companies it may permit to list or post with the Nexus Center.

Job Fair Presence by Multiple Offices of One Company

The FSC Nexus Center has the right to limit the number of tables for each company (regardless of unique agency name) at each job fair.

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.

Reporting Offers and Hires

Employers that utilize our CareerConnect job and internship posting service are expected to report all Farmingdale State College student/alumnus hiring statistics. This information is essential, as we are obligated by federal regulations to report placement outcomes of federally-funded programs. It is crucial that employers partnering with us take the time to provide us with this important data. To report hires:

1. Email the information to us at nexuscenter@farmingdale.edu.
2. Contact our office by phone at 934-420-2296.

Commission-Only Opportunities

Commission sales positions may be posted through CareerConnect, our online job posting system, and at our job fairs provided that the compensation agreement is clearly noted on the job listing and is thoroughly explained in recruiting conversations and interviews with students.

Private Home Business Settings

We do not accept job and internship opportunities that require work out of a home office.

Third Party Policy

Third-party employers are agencies, organizations or individuals recruiting candidates for temporary/part-time or full-time employment, other than for their own needs (e.g. staffing agencies). This includes entities that refer or recruit for profit or not-for-profit and agencies and that collect student information to be disclosed to employers for purposes of recruitment and employment. Depending on space, the number of third-party organizations participating in our job fairs may be limited. Third-party employer agencies attending our job fairs are welcome to connect with job seekers, but are not permitted to solicit other registered companies who are recruiting at our job fairs. Agencies must disclose the name of the company for which they are recruiting. The agency must meet the following requirements in order to utilize the Nexus Center services:

1. The agency may not charge applicants. All fees must be directed to the company the agency represents or assumed by the agency itself.
2. The agency must provide a specific description and all requirements within all job listings including positions that are "commission only" or a sales-based position.
3. The agency must act in accordance with [NACE Principles for Professional Conduct for Career Services & Employment Professionals](#)
4. The agency recruiter can only release candidate information with written permission of the applicant.

U.S. Department of Labor's Fair Labor Standards Act on Unpaid/Non-Credit Internship Programs

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In addition to Department of Labor guidelines, the Nexus Center will only post/promote unpaid internships with for-profit and not-for-profit organizations that meet the following criteria:

1. The organization must be willing to take necessary steps for students who wish to gain academic credit for their experiences and provide offer letters.
2. Unpaid internships must not exceed 20 hours a week.
3. Credit for internships is awarded through the students' department of study at the College. Each department may have specific criteria. In general, the internship must be 90 hours of work over the course of the semester, providing a learning experience that relates to coursework within the student's plan of study.

Ineligible Organizations/Companies

The Farmingdale State College Nexus Center works to connect our students and alumni with various employment opportunities. We encourage organizations in the public and private sectors to utilize our services. However, for purposes of this policy the following types of organizations may not be eligible to participate in job postings, career fairs, on-campus recruiting or employer workshops:

1. Network Marketing Companies
2. Multi-Level Marketing Companies (similar in scope to Networking Marketing Company)