



Workforce Development & Business

Employment and Recruiting Guidelines

You are invited to use Jefferson's employment network, [Handshake](#), if you are an employer with genuine employment and internship opportunities.

Genuine employment is defined as full-time or part-time compensatory positions, either salaried or hourly (not commission-only or salary draw) and does not require the candidate to pay a fee for application procedures, training, membership, products, equipment, or other job-related expenses. Employment may not require candidates to use their social media profiles, personal data (i.e.: bank accounts, social security numbers, etc.) during the application process. Employment may not include those related to the adult entertainment industry. Employment may not be based on a "pyramid-style" networking structure, requiring the recruitment of others, who recruit others, etc. to sell products or services. Positions in private homes and/or for personal services (i.e. babysitting, lawn work, personal care) may not be posted.

As members of the National Association of Colleges and Employers (NACE), our expectation is that any interaction with students or alumni is in compliance with the NACE [Principles for Professional Conduct](#). Likewise, if posting an internship, our expectation is that the opportunity meets the NACE [definition of an internship](#) and complies with the [Fair Labor Standards Act](#), [New York State Wage Requirements for Interns in For-Profit Businesses](#) and [New York State Wage Requirements for Interns in Not-For-Profit Businesses](#).

All employers must comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA). Release of candidate information from recruiting activities is intended exclusively for the identified employer. Re-disclosure of candidate information is not permitted.

Third party recruiters and staffing agencies may post genuine employment and/or internship positions, provided a complete position description is included that clearly states candidates will be working through a third party. Positions must be located within the United States; recruiting candidates for foreign employment is prohibited. JCC reserves the right to request the name and information about the originating employer at any time. All other aspects of this policy must be observed.

Employers and third-party recruiters may participate in stand-alone on-campus recruiting or activities (not including major events like the Employment, Career or Internship Fairs) no more than twice per semester.

We reserve the right to deny access to recruiting services to any employer or third-party recruiter/staffing agency at any time.