

NYIT Career Services Employer Policy

The New York Institute of Technology's (NYIT) Office of Career Services office is happy to work with employers who meet the following criteria:

- Organizations that accurately describe the responsibilities and requirements for their opportunities in all public communications, including information sessions, flyers, etc.
- Organizations that clearly publicize all conditions for advertised positions. This includes (but is not limited to) unpaid internships and commission-only positions.
- Organizations that meet New York state minimum wage guidelines for paid positions.
- Organizations that comply with all federal, state, and local government equal employment opportunity laws and regulations, along with all NYIT policies and provisions.

Recruiting Policy for Internships, Externships, and Other “Experiential” Opportunities

The internship program at NYIT provides students with the opportunity to gain experience in a field related to their career interests. Students are instructed by NYIT Career Services staff members on resumé writing, interviewing skills, professionalism, and other career-related issues.

An internship is a temporary job designed to provide experience in and exposure to a typical workplace. In the short term, internships should integrate with and complement the student’s classroom learning; in the long term, internships should aid the student’s transition to the working world as a postgraduate professional. Internships should be:

- Related to the student’s major or career goals
- Supervised, so that students may receive feedback and mentoring
- Arranged around the student’s academic schedule, so as not to interfere with classes or other academic requirements (please note: we recommend no more than 20 hours/week during fall and spring semesters, and full-time only during the summer or holidays),
- Provide exposure to key business practices common to that industry. (Some “grunt work” is fine, but above all the internship should be a learning experience.)

The role of the employer in internships is as follows:

- Develop a job description for CareerNet that accurately describes the student’s responsibilities, preferred hours, skills, wage (if any), etc. NYIT Career Services is happy to work with employers on improving their job descriptions to maximize student interest.
- Keep NYIT Career Services staff informed of career-related interactions with students, including interviews, hiring decisions, and concerns/problems on the job.
- Designate an appropriate supervisor who will meet with the student on a regular basis to provide feedback and guidance.
- Provide a safe and functional work environment, and appropriate work assignments.

Career Services contact information:

Old Westbury campus:
David G. Salten Hall, room 3
Phone: 516.686.7527
Fax: 516.686.7508

Manhattan campus:
16 West 61 Street, room 611
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Fax: 212.261.1670

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- Permit an NYIT Career Services staff member or NYIT faculty member to meet with the student's direct supervisor and/or visit the student in the work environment as needed. A photo may be taken of the student in front of the organization's marquis or sign for publicity purposes.
- Complete an evaluation of the student's work at or near the end of the experience.

Career Fairs and Other Employer Events

The Office of Career Services offers several career events per academic year, including the Career Expo. Eligible employers are those that offer full-time positions requiring an NYIT degree. Employers may also offer part-time, contract, internship, and other types of positions in addition to full-time opportunities.

Career event space is often limited. Any employer may apply for participation in the Career Expo or any other event, but there is no guarantee of acceptance. NYIT Career Services screens employers to ensure that a wide variety of organizations are represented at our events in order to reflect the diverse educational programs of NYIT.

NYIT Career Services reserves the right to deny employer registration for career events as needed, in the best interests of our students.

On-Campus Recruiting (OCR) Policy

NYIT Career Services is happy to offer employers the opportunity to recruit students for internships and full-time positions at our Old Westbury or Manhattan campuses. All employers who wish to participate in OCR must adhere to the above-stated policies for "Career Fairs and Other Employer Events." Because space for OCR is extremely limited, priority is given to the following (not necessarily in order):

- Employers with offices more than 100 miles away or beyond the tristate area
- Employers with have multiple available positions
- Employers that are especially in demand by our students or faculty, or especially prestigious (e.g., Fortune 100 companies),
- Employers with whom we have a preexisting positive relationship.

Employers who utilize the OCR program are asked to give sufficient notice (minimum of 48 hours) in the event of cancellation. If a late cancellation is made, the employer is asked to contact students individually to make arrangements for another day/time to meet and to follow-up with NYIT's Office of Career Services.

Offers to Students

NYIT Career Services believes it is in the best interest of both students and employers to allow adequate time for students to make an informed decision about whether to accept or decline an

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offer. Students who are able to sufficiently analyze all information at their disposal will be more confident in their choices, and employers will benefit from hiring candidates who have a sincere interest in honoring their commitment.

We encourage employers to allow students at least two weeks to decide on full-time offers. Although special incentives to induce early acceptance of offers are not prohibited, employers utilizing the OCR program should be aware that they are recruiting within an academic setting. Students should not be subjected to the terms of an “exploding offer” (e.g., one that requires a student to accept an offer within a very short amount of time or the offer is rescinded). While NYIT Career Services recognizes that there are legitimate business reasons for an employer to seek a speedy conclusion to the job search, we do not believe this type of offer is appropriate or ethical within a college environment.

Third-Party Employer Policy

NYIT Career Services does permit “third-party” agencies to utilize our CareerNet system or other employer services. Unfortunately, due to past abuses by employers of this type, we have been forced to impose some limits on third-party participation. These include the following:

- Third-party agencies may not participate in OCR, the Career Expo, or other on-campus events.
- The agency may not charge any fee to applicants or new hires in training. All fees must be directed to the company the agency represents or be assumed by the agency itself.
- The agency must provide a specific description and all requirements within all job listings, including any position that is “commission only” or a sales-based position.
- The agency must act in accordance with the NACE Principles for Professional Conduct for Career Services and Employment Professionals (<http://www.nacweb.org/principles>).
- The agency must comply with the requirements of the Family Educational Rights and Privacy Act and can only release candidate information with written permission of the applicant. Disclosure of candidate information is not permitted unless express permission is given by the applicant, and may be done so only for a specific listed position.
- Agencies that hire international students (e.g., F1 visa) and offer to sponsor the H1-B visa or green card must assume all fees associated with this process. Students should not be charged this or any other fee.
- Agencies that hire international students (e.g., F1 visa) must pay competitive wages and adhere to standard hours and employment practices for the industry and region, and otherwise treat employees in an ethical fashion.

Grievances

NYIT Career Services staff will investigate complaints by users of our services involving employers, job postings, or work assignments. If it is determined that the complaint is justified, we reserve the right to deny requests for future recruitment activity.

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Right to Refuse Service

NYIT Career Services is committed to the principles of equal opportunity, respect, and fair treatment for all regardless of race, color, sex/gender, age, ethnicity, religion, national origin, sexual orientation, disability, marital status, or status as a military veteran. Accordingly, we reserve the right to reject any prospective employer whose posting, policies, or procedures appear to violate this commitment.

Additional factors that may lead to exclusion from recruitment activities at NYIT include: fraud; misrepresentation; breach of confidentiality; complaints by or harassment of NYIT students, alumni, or staff; failure to adhere to NYIT policies and/or any violation of federal, state, or local laws; requiring personal information (e.g., bank and/or social security numbers) when not part of the hiring process.

Legal Notice to Participating Employers for the Use of NYIT CareerNet

Employers that wish to utilize our online system, NYIT CareerNet, must agree to the following (embedded in the Contact Profile form). Reprinted here for reference:

The Office of Career Services of New York Institute of Technology (“NYIT”) is undertaking, in association with CSO Research, Inc., a career services offering called “NYIT CareerNet.” The purpose of NYIT CareerNet is to enlarge the career opportunities of participating NYIT students and graduates by making confidential information on those students and graduates (the “student information”) available, online, to a prospective employer or employers (in each case, a “Participating Employer”) and, conversely, to bring to the attention of Participating Employers NYIT students and graduates seeking employment.

The Participating Employer understands and agrees: (a) that the student information being made available to it is confidential information, and may be used only for the purposes of evaluating a given student’s suitability for employment with the Participating Employer, and for no other purpose; (b) that the student information to which the Participating Employer is gaining electronic access has been posted directly by the student, without opportunity for review or correction by NYIT and that, accordingly, NYIT cannot and does not guarantee its accuracy; (c) to share or disclose the student information, within the operations of the Participating Employer, only on a need-to-know basis; (d) to destroy the student information, on the expiration or termination of this agreement, in a manner that completely protects the confidentiality of the student information; (e) that the person who, on behalf of the Participating Employer, agrees to these terms and conditions by clicking as provided below, shall be conclusively deemed to have the authority to do so and to bind the Participating Employer to this agreement; (f) that any failure by the Participating Employer to comply with the requirements of (a) through (e) will result in immediate cancellation of its access privileges to the student information, and in such claims

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against it as may be asserted under applicable law; and (g) to defend, indemnify, and hold NYIT and its employees, trustees, students or former students, and agents (collectively, the “Indemnitees”) harmless for any loss, cost, damage or expense suffered by any Indemnatee as a result of the Participating Employer’s noncompliance with any of the requirements set forth above.

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