

Employer Policies

OVERVIEW

Thank you for considering Queens students and alumni for your talent needs. The services and programs offered by Vandiver Center for Career Development have been developed in accordance with the Principles for Professional Conduct established by the National Association for Colleges and Employers (NACE). Employers using services and/or center facilities for employment listings, interviews, and engaging with students for career development programming must adhere to these guidelines. All employer partners must abide by Equal Opportunity Employment (EOE), Americans with Disabilities Act (ADA) and Fair Labor Standards guidelines.

Vandiver Center for Career Development requires that employers abide by the following policies when posting jobs and internships:

- ✓ Employers must provide valid contact information, including an organization email account. Accounts with personal email addresses will not be approved.
- ✓ Employers must provide a physical business address; a residential address provided for the organization will not be accepted.
- ✓ The career center does not engage with multilevel pyramid marketing companies. These companies are not permitted to recruit Queens students and use our services.
- ✓ Third-party recruiting firms must disclose position, client name, and compensation when posting opportunities.
- ✓ Positions related to in-home employment will not be accepted (e.g., babysitting, tutoring, yard work, etc.).
- ✓ Positions requiring students to pay application fee or fees to be employed will not be accepted. This does not include professional licensure fees that are covered by an employee (e.g., real estate license, teaching license, etc.).

Vandiver Center for Career Development reserves the right to deny posting opportunities, access to programs, and terminate employer accounts on the job board. Failure to comply with policies may result in:

- Restricted access to students and center events
- Termination of Handshake account
- Cancellation of on-campus or virtual events

INTERNSHIP PROGRAM COMPLIANCE

In addition to providing students with an excellent learning experience, Queens expects that internship sites will provide a safe workplace, adequate supervision, training, and follow all federal, state, and relevant professional association requirements, including the regulations outlined in the Fair Labor Standards Act and EEOC guidelines.

Additionally, Queens uses NACE criteria to assess the legitimacy and value of a proposed internship experience. To be considered a legitimate internship by NACE definition, the following criteria must be met:

- ✓ A learning experience with a real-world opportunity to apply the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or replace the work that a regular employee would routinely perform.
- ✓ Learned skills and knowledge that are transferable to other employment settings.
- ✓ A defined beginning and end that is mutually agreed upon and consistent with institutional sponsor guidelines and schedules.
- ✓ A position description with clear responsibilities and required/desired qualifications.
- ✓ Clearly defined learning objectives/goals supportive of the student's academic program goals and institutional requirements.
- ✓ Direct supervision by a professional(s) with relevant expertise and educational and/or professional experience who provides productive feedback, guidance, and the resources and equipment necessary to successfully complete the assignment.

QUESTIONS? WE'RE HERE TO HELP.

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