

Employer Policies & Procedures

INTRODUCTION/EXPECTATIONS

All employers working with the Office of Career Advising & Development at Le Moyne College are expected to maintain a positive, collaborative working relationship with our staff. This includes abiding by the employer policies and procedures detailed below, meeting necessary deadlines for recruiting, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined by the [Family Educational Rights and Privacy Act \(FERPA\)](#).

The Office of Career Advising & Development reserves the right to deny campus recruiting services to employers. Reasons may include misrepresentation, complaints by students/alumni, violation of Le Moyne recruiting policies, and positions that are not of interest to our students and/or in moral conflict with our mission as a Jesuit college.

The Office reserves the right to rescind approval of any employer or posting at any time, consistent with our policies and mission.

If you have any questions regarding recruiting at Le Moyne College or our employer policies, please contact the Office of Career Advising & Development at careers@lemoyne.edu or (315) 445-4185.

[NACE Principles for Professional Practice and Employment Professionals](#)

[United States Department of Labor Guidelines Internship Programs](#)

JOB POSTING

All job postings are established on our career services platform, Handshake. We ask that job descriptions are clear and include responsibilities, requirements and special instructions for application as required.

COMPENSATION DISCLOSURE: All job postings must include a salary range or hourly wage. Postings that include only commission, stipend, or "unpaid" compensation must clearly describe the full compensation structure. Employers subject to New York State pay transparency law are required to comply with that law's disclosure requirements.

PLEASE NOTE THAT WE DO NOT ACCEPT POSTINGS FROM THE FOLLOWING:

- Employers offering internships that are not in-keeping with federal standards for unpaid internships and/or do not provide a learning environment supported by supervision
- Employers offering work in private homes for duties such as child care, nanny, yard work, painting, moving, etc.
- Employers operating as or affiliated with multi-level marketing (MLM) organizations, also known as pyramid selling, network marketing, or referral marketing structures
- Employers who require students to purchase or rent materials, supplies, or equipment, or pay any fee for training or placement
- Employers who use fraudulent, misleading, or unverifiable job descriptions or company information

NON-DISCRIMINATION POLICY

Le Moyne College subscribes fully to all applicable federal and state legislation and regulations regarding discrimination. The College does not discriminate against students, faculty, staff or other

beneficiaries on the basis of race, color, sex, gender identity or expression, creed, age, disability, marital status, sexual orientation, pregnancy or pregnancy-related conditions, veteran status, or national or ethnic origin in admission to, or access to, or treatment or employment in its programs and activities.

This policy is consistent with our values as a Jesuit institution. In support of this policy, Career Advising & Development will facilitate access to Le Moyne students (via Handshake postings, information sessions, programs, and events) and make our resources available only to recruiting organizations whose practices are consistent with this policy.

Employers utilizing automated screening tools, artificial intelligence, or algorithmic systems in any part of their recruiting or hiring process are expected to ensure those tools comply with applicable anti-discrimination laws and do not have a disparate impact on protected groups.

STUDENT DATA & PRIVACY

All student data accessed through Handshake or shared by the Office of Career Advising & Development is provided solely for recruiting purposes and is protected under the Family Educational Rights and Privacy Act (FERPA). Employers may not share, sell, redistribute, or use student data for any purpose other than evaluating candidates for the specific posted opportunity. Employers must maintain appropriate data security measures and delete student records upon request or upon conclusion of a recruiting cycle.

THIRD PARTY

Third parties may post to Handshake and participate in career fair events provided they:

- Charge no fees;
- If requested by the Office of Career Advising & Development, reveal the identity of the employer being represented and the nature of the relationship between agency and employer;
- Comply with established policies and all federal and state EEO laws.
- Clearly identify themselves as a third-party or staffing agency within the job description itself.

ON-CAMPUS & VIRTUAL RECRUITING

All recruiting activities — including on-campus interviews, information sessions, coffee chats, and virtual events — must be coordinated through the Office of Career Advising & Development.

EMPLOYER NO-SHOW POLICY: Employers who register for on-campus or virtual recruiting events and do not attend without providing advance notice to our office will be considered no-shows. Future event registration may be declined at the discretion of the Office of Career Advising & Development. Employers are asked to notify our office of any scheduling changes at least 48 hours in advance, as students frequently rearrange academic commitments to attend.

JOB OFFERS

RESPONSE DATES AND OFFER PROCEDURES: We encourage all employers to give students at least two weeks to consider full-time and internship opportunities and offers. *Please note that Le Moyne College prohibits any practice that improperly influences or pressures a student to accept an offer. This includes exploding offers and frequent phone calls.*

JOB OFFER COMMUNICATIONS: We encourage employers to clearly communicate details of their offer procedures at the beginning of the process. All offer letters must include a start date.

RESCINDING OR DEFERRING EMPLOYMENT: If an employer must rescind an offer due to unforeseen circumstances, the Office of Career Advising & Development requests notification prior to contacting students impacted by the decision. This will give our office the opportunity to discuss the circumstances with you and the students involved.

INTERNSHIP STANDARDS

Le Moyne College values internship experiences that provide genuine professional development, mentorship, and learning aligned with students' academic and career goals.

PAID INTERNSHIPS PREFERRED: We strongly encourage all employers to compensate interns for their work. Providing fair compensation reflects our Jesuit values around human dignity and economic justice, and acknowledges the real contributions interns make to organizations.

UNPAID INTERNSHIPS: All unpaid internship opportunities must comply fully with the U.S. Department of Labor Wage and Hour Division Fact Sheet #71 (Internship Programs Under the Fair Labor Standards Act) as well as applicable state law. The position must be primarily for the benefit of the intern, provide structured learning, and include supervision by a trained professional. Non-profit organizations that cannot offer compensation should clearly describe the learning environment in their posting.

EMPLOYER ACKNOWLEDGMENT

By registering in Handshake and posting opportunities to Le Moyne College students, employers confirm they have read, understand, and agree to abide by these Employer Policies & Procedures. The Office of Career Advising & Development reserves the right to remove postings, suspend Handshake access, or deny participation in recruiting events for violations of these policies.