

# Employer Policies & Procedures

Office of Career  
Advising & Development

for Hiring a Le Moyne Student

## 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.*

*We see hundreds of jobs come through on a weekly basis. There are times when we may approve an employer (and job) in error. We reserve the right to reverse this decision at any time.*

If you have any questions regarding recruiting at Le Moyne College or our employer policies, please contact Meghan Florkowski, Assistant Director of Employer Relations, [florkomc@lemoyne.edu](mailto:florkomc@lemoyne.edu), (315) 445-5427.

[Le Moyne College Campus Policies](#)

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

[United States Department of Labor Guidelines](#)

## 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.

**EXPIRATION DATE:** All jobs posted on Handshake must have an expiration date of 60 days or less. Jobs without an expiration date will be given one.

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

- Employers posting full-time positions that do not require at least a bachelor's degree
- Employers posting internships that do not require the pursuit of a bachelor's degree
- 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.

**OTHER:** Commission based jobs must fully disclose the compensation structure in the job posting.

## 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, gender, creed, age, disability, marital status, sexual orientation, 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.

## 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.

## 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. Candidates expect to work after graduation and by mid-September at the latest. Start dates beyond September 15 must be fully disclosed to the Office of Career Advising & Development.

**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.