

Career Resource Center



Employer Guide to On-Campus Recruiting

SUNY New Paltz provides career Resource services to all students, graduates, and alumni on an equal opportunity basis. We do not knowingly provide any CRC services to persons, firms, agencies, or organizations that discriminate in their selection of candidates or employment on the basis of race, color, religion, national origin, sex, age, gender, disability, sexual orientation, marital, parental, or veteran status, or other prejudices. All employers are required to sign an Equal Employment Opportunity Policy or provide the Career Resource Center with a copy of their policy.

Third Party Recruiters

By using our services, third-party agencies/recruiters must meet and agree to the following requirements and terms:

- The third-party agency/recruiter does not charge the student a fee at any time for services provided.
- The third-party agency/recruiter has a specific job for which it is recruiting (i.e., it is not building a pool of applicants for future positions.) If, because of confidentiality reasons, the employer for whom the agency is working and the specific job title does not appear in the posting, the agency/recruiter must disclose that information to the Career Resource Center staff.
- Resumes received from the Career Resource Center (CRC) will be used to fill ONLY the position for which they were sent to the third-party agency/recruiter.
- Career Resource Center staff will not pre-screen candidate resumes. All resumes received for a specific position will be forwarded. The third-party agency/recruiter can help the CRC by clearly stating the specific requirements that are being sought in candidates.
- All contact with students will be handled in a professional manner, and the student's disinterest and/or refusal is final.

Entrepreneurial Employment Opportunities

- Employers offering entrepreneurial opportunities must pay a base salary equal to or greater than the federal/state minimum wage and employ within federal, state, and local regulations.
- Employers offering entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products and/or services up front may not be permitted to post their opportunities online, recruit on campus, and/or attend Career Fairs.
- Employers offering multi-level entrepreneurial opportunities requiring or encouraging the recruitment of others to sell products and/or services may not be permitted to post their opportunities online, recruit on campus, and/or attend Career Fairs.

***Location:** Humanities Classroom Building, Room 105*

***Phone:** 845-257-33265; **Email:** careers@newpaltz.edu*

***Appointment hours:** Monday-Friday, 8:30am-5:00pm*

***Drop-in Hours:** Tuesday-Thursday, 1:30-4:30pm and Friday, 10:00am-12:00pm*