



THE GRIFF CENTER FOR  
**STUDENT SUCCESS**

CAREER DEVELOPMENT

## Employer and Recruitment Policies

### Overview

The Griff Center for Student Success is proud to partner with employers for the recruitment and professional development of Canisius College students and alumni. The Griff Center offers assistance to employers in accordance with the [Principles for Ethical Professional Practice](#) by the National Association of Colleges and Employers (NACE). Employer partners are asked to act in accordance with those principles as well as all federal, state and local employment laws during all recruitment and professional development activities.

### Job Postings

Employers can post jobs/internships via our online recruitment platform, [Handshake](#). Career Development staff will approve/post opportunities for organizations that provide complete contact and job/internship information. If any important information is omitted, we reserve the right not to post opportunities for an organization. Personal email accounts (gmail, yahoo, etc.) are not permissible for job/internship postings and will be denied unless otherwise specified by Career Development staff. Unpaid internships may be posted with the understanding that students must receive academic credit for these opportunities per the [NACE Position Statement for US Internships](#). Students who accept unpaid internships must work within their academic department to receive academic credit.

### Right to Refuse Service

The Griff Center reserves the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonesty or lack of information
- Fraud
- Unresolved investigations, complaints filed with the Better Business Bureau or other official complaint boards or complaints by students
- Harassment of Canisius students, alumni, or staff
- Breach of confidentiality
- Requiring, at the time of application, personal information such as bank and social security numbers
- Participation in multi-level marketing plans or organizations
- Positions not likely of interest to Canisius College students or alumni
- Excessive outlay of personal funding required to obtain the position

Any position that does not support the interests of Canisius College or our students will not be posted.

## Events

Recruiting activities include, but are not limited to: on-campus recruitment/interviewing, group information sessions, Recruiters on Campus information tables, Resume Wednesday Employer Sessions, networking events, and our annual job fair.

The Griff Center for Student Success is happy to host employers on campus for a variety of professional development and recruitment events for Canisius students and alumni. To do so, employers should reach out to Career Development staff with their recruitment needs and potential dates that they are available. Events and on campus interview dates will be made available by July 1 for the fall semester, and December 1 for the spring semester. For additional information regarding our events, please refer to our [Ways to Engage flyer](#).

Career Development staff members can be of assistance with the following:

- Locating and booking space on campus for the event, or, creating a zoom meeting for virtual events
- Facilitating the ordering of food and beverages for attendees
  - Note: campus catering orders must reach a minimum of \$100; if a food order does not reach a minimum of \$100, a delivery of Franco's Pizza can be made available instead
- Promotion of the event to Canisius students and alumni via the Handshake platform, flyers on campus, and emails to appropriate faculty and staff
- Day of logistics such as: student check in, employer welcomes, etc.

Career Development staff cannot guarantee the number of students/alumni that attend any events, but will do as much as possible to market and encourage attendance. Organizations are limited to one event per academic semester.

## Employer Relations Staff & Contact Information

### Sheila Pettigrew

Senior Assistant Director, Career Development

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Contact for: Career Events & Annual Career Fair (Griff Fair)

### Rachel Emmons

Coordinator, Career Development

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Contact for: On-Campus Recruitment