

**Hudson Valley Community College  
Center for Careers and Transfer  
On-Campus Recruiting Policies**

Employers are expected to maintain a positive, collaborative working relationship with center staff. This includes cooperation with policies and procedures to ensure smooth operation of on-campus recruiting and protection of student rights, providing the job/company information and data requested, providing hire data as requested, complying with the legal obligations of recruiters and maintaining the confidentiality of student information as outlined in the Family Educational Rights and Privacy Act (FERPA). Violation of on-campus recruiting policies and/or FERPA regulations will result in immediate suspension of access to on-campus recruiting.

Employers that are unable to comply with these policies may wish to use other recruiting resources, such as newspaper advertisements, job boards or third-party agencies.

**On-campus Recruiting Policies:**

- Recruiters must sign up for the on-campus recruiting table in advance of their arrival to campus by utilizing the Center for Careers and Transfer web site [www.hvcc.edu/career-transfer/](http://www.hvcc.edu/career-transfer/). Each employer must be registered in the Center for Careers and Transfer Online Job Bank including the positions for which you are recruiting.
- Recruiters are permitted on campus for recruiting **ONLY** on the date(s) reserved through the Center for Careers and Transfer.
- Recruiters must check in with the Center for Careers and Transfer prior to recruiting, Siek Campus Center, Second Floor, Room 290.
- Any and all recruiting is to be done **ONLY** at the on-campus recruiting table in the Campus Center or in the provided conference room.
- Recruiters must be respectful of all students and staff of the college. It is not recommended that recruiters collect highly confidential student information at the time of on-campus recruiting. All information **MUST** be kept secure and confidential.
- All employers must adhere to EEO requirements.

I have read and acknowledge the above on-campus recruiting policies and will adhere to the policies.