



RECRUITING GUIDELINES

As part of the University's commitment to leadership in the area of ethics and professional conduct, we require employers utilizing the NYU Abu Dhabi Career Development Center to adhere to the recruitment policies, principles, and guidelines outlined below.

PRINCIPLES FOR PROFESSIONAL CONDUCT

The NYUAD Career Development Center requires employing organizations to adhere to employment laws and principles of professional practice, as outlined by the government and The National Association of Colleges and Employers (NACE) Principles for Professional Practice, respectively.

1. Employers will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employers will not expect or seek to extract special favors or treatment that would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support. Employers will strive to communicate decisions to candidates within the agreed-upon time frame.
2. Employers will have some knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
3. Employers will provide accurate information about their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
4. Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc.
5. Employers will maintain equal employment opportunity (EEO) compliance as well as compliance with UAE goals for Emiratization, where applicable, following affirmative action principles in recruiting activities in a manner that includes the following:
 - a. Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;
 - b. Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, and or disability;
 - c. Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
 - d. Developing a sensitivity to, and awareness of, cultural differences and the diversity of the workforce;
 - e. Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
 - f. Investigating complaints forwarded by the Career Development Center regarding EEO noncompliance and seeking resolution of such complaints.



6. Employers will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
7. Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employers must advise the career services office of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employment professionals must advise students in a timely fashion of the type and purpose of any test/assessment that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.
8. When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the career services office regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction. These principles apply to organizations providing such services.
9. When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the Career Development Center.
10. Employment professionals will cooperate with the policies and procedures of the Career Development Center, including certification of EEO compliance well as compliance with UAE goals for Emiratization, where applicable.
11. Employment professionals will only post opportunities that require college-educated candidates, in a manner that includes the following:
 - a. All postings should adhere to EEO compliance standards;
 - b. Job postings should be suitable and appropriate for candidates from the target institution;
 - c. Internship postings should meet the criteria for internships listed below.
12. Employment professionals will honor scheduling arrangements and recruitment commitments.
13. Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

NACE's [Principles for Professional Conduct](#)

JOB & INTERNSHIP POSTING STANDARDS

Organizations recruiting students and alumni of NYU Abu Dhabi can do so free of charge using the [Handshake](#) portal. All job/internship submissions are reviewed and approved or rejected based upon the information contained in the postings.

Postings must adhere to the following criteria:



- All jobs and internships posted must be career-related/professionally-oriented and require candidates pursuing or already possessing a university degree.
- All companies and organizations posting job and/or internship opportunities must be hiring candidates for their own human resource needs (see Third-Party Policy below).
- Internship postings must meet the definition and criteria established for internships, highlighted below.
- All companies and organizations must provide a professional website to help us research your opportunity for posting.
- Job and internship postings with the following requirements are ineligible:
 - Fee-based programs. Examples include fee-based training programs, fee-based placements or positions requiring the purchase of supplies or a training kit.
 - Postings advertising events, services or programs (e.g., career fairs, test prep, etc.).

INTERNSHIP GUIDELINES

The NYUAD Career Development Center welcomes career-related and professionally-oriented internships from any industry or sector. When evaluating internships posted to our Handshake system, the following points are considered:

Internship Responsibilities:

Our students look for internship opportunities to provide real world, substantial professional experiences to complement their academic studies. With this in mind, our goal is to connect them with project-oriented, professional and learning experiences that contribute to the professional work of the organization. This can take on many traits depending on the position, site, company and/or industry. Posted internships are evaluated on a case-by-case basis; however, in general terms we do not accept administrative, clerical or non-professional internships (i.e., receptionist, clerk, wait staff). These opportunities should be offered as paid part-time positions.

Location:

The Career Development Center is required by UAE law to conduct a health and safety check of the internship site for UAE-based internships. Our on-site internship postings (i.e., students work on-site for the employer) must provide a professional and safe office/site at which the student will complete his/her intern hours. Home-office sites are not accepted for postings. Virtual internship postings with professional outcomes must have strong professional, supervision and project components (please refer to our [Virtual Internship Guide for Employers](#) for more information). The Career Development Center engages in spontaneous site visits with employers hosting NYUAD interns to ensure compliance.

Compensation:

Our preference is that all students be compensated for their hard work and dedication to their internship. However, we welcome both unpaid and paid internship postings. If possible, we encourage you to consider compensating students for travel to and from the internship site. When engaging in an unpaid internship, we encourage you to consider the following guidelines from the [Fair Labor Standards Act](#) in the United States.

Resources:

Students should not be expected to provide their own resources, including computers, software, supplies, phone (including paid minutes), etc. The employer should provide a professional space with all the resources the intern will need to be successful. In addition, the employer should provide help with



expenses that the student would not incur if not for the internship, including parking, mileage, travel expenses, etc.

Supervision:

The intern should be supervised by a professional in the area in which the student is working. The professional should be available on a regular basis and should mentor the student throughout the program to help the student grow and succeed. The supervisor should meet with the student at the start of the internship to set the expectations, and should meet with the student at the midpoint and end of the program to provide feedback and evaluations.

REASONABLE OFFER DEADLINES

The NYUAD Career Development Center prohibits exploding offers in conjunction with on-campus recruiting. Offers must remain open for a minimum of no less than 10 days in order to provide the student with the time needed to consider the offer.

NACE's [Reasonable Offer Deadlines Guidelines](#)

RESCINDING OFFERS

The NYU Abu Dhabi Career Development Center strongly discourages rescinding internship or full-time job offers. If an employer must rescind an offer under exceptional circumstances, the employer should contact us so that we may facilitate the resulting conversation with the student.

Likewise, students are strongly discouraged from renegeing on an offer once accepted in writing. If a student reneges on an offer, please contact us so that we may contact the candidate. Reneging on offers is a violation of the terms of the on-campus recruiting student agreement.

NACE's [Position Statement on Rescinded and Deferred Employment](#)

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Career Development Center is an equal opportunity employer in compliance with New York University's non-discrimination rules and policies which prohibit recruitment and selection for position openings on the basis of sex, sexual orientation, marital or parental status, race, color, national origin, age, disability or religion.

The Career Development Center is also in compliance with UAE laws that aim to prohibit discrimination and hatred on the basis of caste, race, religion or ethnic origin, and to protect the rights of people of determination (those with special needs) and ensure equal pay to women.

The Career Development Center shall exclude from its activities recruiters from any entity, which in employment matters has been determined to have a practice of unlawfully discriminating on any of the aforementioned bases.

EMIRATI RECRUITMENT

In the case of recruitment in the United Arab Emirates, employers are also expected to comply with the UAE goals for Emiratization where applicable. Employers looking to recruit UAE national students and alumni for internships, part-time and full-time opportunities can request CV books of candidates, post their positions to Handshake (stating that UAE nationals are preferred).



THIRD PARTY RECRUITER POLICY

The NYU Abu Dhabi Career Development Center partners with employers seeking candidates for their organization's human resources needs. These employers may post jobs and internships to [Handshake](#), our recruiting system, to connect with our students seeking to intern or work at that particular company. The Career Development Center does not partner with third-party recruiters or service providers that aim to recruit students for other companies or organizations. Only in extraordinary circumstances as approved by the Career Development Center will third-party recruiters be allowed to post to Handshake. In these rare situations, the third party must disclose the name of the company for which they are recruiting and the third party must include an official statement verifying that resumes and contact information will be collected solely for the particular opportunity and not retained for other opportunities for which the student did not directly apply.

SOLICITATION & COMMERCIAL ACTIVITY POLICY

The University prohibits employers and organizations from posting - and career centers from promoting - any fee-based opportunities. The University also prohibits companies and organizations from promoting or marketing free/no-cost opportunities that have not been pre-approved by the University. For example:

- companies/organizations cannot promote fee/tuition-based internship programs or jobs that require students to purchase supplies or pay for training/certification.
- companies/organizations cannot promote a free service, resource or product on campus that has not been pre-approved by The University.
- companies/organizations cannot collect student information on campus for any reason unless pre-approved by The University or in conjunction with a career center-authorized recruiting activity.

FUNDRAISING POLICY (NONPROFIT ORGANIZATIONS)

On-campus fundraising by students for non-profit organizations is prohibited. Fundraising is defined as the collection of money through voluntary contributions, sales, and/or events/programs for the purposes of charitable donation and/or organization support.

STUDENT INTEREST GROUP RECRUITING POLICY

Student organizations may invite employer representatives to meetings so that the employer representative can share his/her story with the students. Similarly, employer representatives can request connections to student organizations from the Career Development Center staff. All formal recruiting should be done in connection with the Career Development Center, in order to ensure equitable access to all students.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

The NYU Abu Dhabi Career Development Center is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the University is committed to enforcing this Non-Discrimination and Anti-Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault. Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status,



or on any other legally prohibited basis is unlawful and undermines the character and purpose of the University. Such discrimination or harassment violates University policy and will not be tolerated.

In the case of a student complaint, the Career Development Center will require access to the employer's applicable policies, promptly investigate the incident(s), and take action where appropriate.

Definitions

- A. Discrimination is adverse treatment of any employee based on the protected class or category of persons to whom he/she belongs, rather than on the basis of his/her individual merit, with respect to the terms, conditions, or privileges of employment including, but not limited to hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee.
- B. Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, an employee because of his/her membership in any protected group or on any other prohibited basis (e.g., race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status or citizenship status). The harasser can be the employee's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the University, such as a client or customer.

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group;
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols;
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands;
- Physical assault or stalking;
- Displays or electronic transmission of derogatory, demeaning or hostile materials; and
- Unwillingness to train, evaluate, assist, or work with an employee.

A hostile work environment results from harassing conduct that has the purpose or effect of unreasonably interfering with an employee's work performance, or creates an intimidating, hostile or offensive working environment.

- C. Sexual harassment is a form of harassment that consists of making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical acts of a sexual or sex-based nature where such conduct interferes with the employee's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment may also occur where a supervisor/manager demands that an employee/subordinate satisfy sexual demands in order to receive job benefits, to continue employment, or as a basis for making any other employment decision. Such sexual harassment occurs between a manager/supervisor and an employee due to the nature of the manager/subordinate relationship. A manager/supervisor for this purpose is someone who can affect or impact an employee's terms, conditions, or privileges of employment because he/she can take or impact action such as hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee.



- D. Retaliation is any adverse action taken against an individual (applicant or employee) because he or she filed a charge of discrimination, complained to the University or a government agency about discrimination on the job, or participated in an employment discrimination proceeding (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived discrimination, such as a family member.

Examples of retaliation include termination, demotion, refusal to promote, or any other adverse action involving a term, condition, or privilege of employment.

- E. Sexual assault is a sexual act against the will and without the consent of the employee-victim or where the employee-victim is incapable of giving consent. This includes conduct that would be considered criminal under the New York State Penal Code.

Discrimination, harassment, retaliation, and sexual assault are unacceptable in the workplace. This behavior violates University policy even when it does not constitute a violation of law.

Reporting Discrimination, Harassment, Retaliation, or Sexual Assault

Any student who believes that he or she has been a victim of discrimination, harassment, retaliation or sexual assault prohibited by this policy, or any employee who has witnessed such discrimination, harassment, retaliation or sexual assault, should immediately report the circumstances in accordance with the procedure set forth below.

The University may investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

A student may make a complaint to any of the individuals listed below:

- a. Garvin Reid, Assistant Director, Career Development Center
- b. Dana Downey, Assistant Director, Career Development Center