

## Faculty/Staff Guide to Working with Industry

Employers and SBU alumni occasionally reach out to faculty/staff for assistance in promoting their organizations and jobs/internships to students. It is natural that former students with strong faculty/staff relationships use these relationships to support their recruiting efforts on campus. The Career Center wishes to support these interactions and help facilitate connections while ensuring employers receive the most comprehensive service as possible.

Employers may ask faculty to make student referrals. Making student referrals can often raise legal/ethical issues that are important to consider. The National Association of College and Employers provides guidance through the [Faculty Guide to Ethical and Legal Standards in Student Employment](#).

### What should you do when an employer wants you to promote their organization and jobs/internships?

To streamline this process, and avoid confusion, start by notifying the Career Center. Employers can recruit through the following methods:

**Jobs & Internship Postings:** The best way for employers to promote their opportunities is via our job posting system, Handshake. The Career Center can then provide you with a direct link to the posting for you to promote to your students. This process allows us to:

- Help employers get the widest range of visibility for their opportunities while providing access and inclusion for all students.
- Ensure all job postings are centralized through Handshake so we can run reports. If students are emailing employers directly we are unable to track applications.
- Assist students with concerns/issues that may arise during internships or jobs.

**SBU Job & Internship Fairs:** Employers can register for all Stony Brook industry-specific fairs through Handshake. Fairs are held in the fall and spring semesters.

**Hosting Virtual or F2F Recruitment Events:** A request to host and promote employer virtual and F2F events are done through Handshake.

Please feel free to use this text when communicating with employers:

Thank you for reaching out to promote your opportunity to our students! Here are the steps to best serve your needs:

1. [Post your job\(s\) and internship\(s\)](#) via our online job posting system, Handshake
2. Once your position(s) are posted, we can promote your opportunity using a direct URL
3. After you have reviewed and interviewed potential applicants and hired a SBU student, [Report Your Hire!](#)
4. If you would like a consultation to discuss your recruiting needs and develop a comprehensive strategy for recruiting at Stony Brook University, please connect with a member of the Career Center employer relations team by calling 631-632-6810 or emailing Kimberly Dixon at [kimberly.dixon@stonybrook.edu](mailto:kimberly.dixon@stonybrook.edu)

Please copy [Kimberly Dixon](#) on your correspondence to keep us in the loop.

### Would you like to feed a list of customized Handshake listings to your department website?

We can set this up for you! Examples: [College of Business](#), [Undergraduate Biology](#), [School of Social Welfare](#). Please reach out to [Andréa Lipack](#) to arrange for this feed.

### What should you do if a student shares a negative work experience with you?

We take every employer complaint very seriously. Please ask the student to contact the Career Center immediately and we will investigate the claim and act accordingly based on our findings. We need to protect our students from unethical employer practices. Contact person: [Kimberly Dixon](#)