To participate in any recruiting-related events/programs through the Stony Brook University Career Center, you must adhere to the ethical standards established by the Career Center, and agree to abide by the policies listed below. Failure to conduct your job, internship, or volunteer search in accordance with these principles may negatively affect your future employment opportunities and/or your ability to use Career Center services, as well as the relationship between the University and employers who utilize its services.

This agreement includes ALL recruiting-related events including but not limited to:
- Job/Internship Fairs
- Virtual Fairs
- On-Campus Recruiting
- Handshake Job Listings
- Networking Events
- External Recruiting Events (those not on campus)

Career Center Resume Referrals
- I give permission to the Career Center and its affiliated intermediaries to distribute my resume and supporting materials, including job search correspondence and transcripts.

Job/Internship Search Integrity
- I agree not to falsify information in my Handshake account, on my resume or any other supporting documents. In accordance with Stony Brook University policy, students who falsify information will be referred to the Office of University Community Standards.
- I understand that if I submit a resume for a position through Handshake, at a SB Job/Internship Fair, or at a Career Center-related event, I acknowledge a sincere (and informed) interest in the company, and thus agree to attend the interview if I am selected by an employer.
- I understand that scheduling an interview is a commitment. Unless a legitimate reason arises, such as personal illness, death in the family, or the acceptance of another offer, I will fulfill my commitment and show up to a scheduled interview. If I cannot attend a scheduled interview, I agree to send proper notice to the employer and Career Center to cancel at least 48 hours prior to the interview.

I understand that the consequences of cancelling or not showing for a scheduled interview are as follows:
- My first “no show” will result in temporary deactivation from Handshake and recruiting events, until I write a letter of apology to the employer; the letter may be sent by email and must be copied to the designated Career Center contact.
- After a second interview cancellation, I will be deactivated from Handshake until I meet with a Career Center staff member to discuss possible (but not guaranteed) reactivation.
- I agree that I am held accountable to all above policies regardless of the source from which I found my job/internship (Handshake or ANY external resources including but not limited to: job listing sites, employer websites, personal/professional referrals).
Accepting Offers

I understand that if I receive an offer, I may continue interviewing with other employers before verbal or written acceptance of another offer.

- I acknowledge that once I accept an offer verbally or in writing, I am making a formal commitment to uphold my hiring obligation to that employer. There are virtually no circumstances (with the exception of a personal or family tragedy) that would legitimize reneging on an offer.
- I understand that continuing to interview after the acceptance of an offer is ethically wrong, and that I will discontinue my job search and interviewing once a decision has been made, to honor my obligation.
- I understand that reneging on an offer will result in permanent termination from Handshake and that I will be required to meet with a Career Center staff member.
- I agree to report my hiring status, by reporting my new position through Handshake or survey distributed by the Career Center.
- I agree that I am held accountable to all above policies regardless of the source from which I found my job/internship (Handshake or ANY external resources including but not limited to: job listing sites, employer websites, personal/professional referrals).

Employment Offers and Acceptance Policy

The SB Career Center firmly believes that it is in the best interests of both students and employers to allow adequate time for a student to make an informed decision about whether to accept or decline an offer. Students who are able to sufficiently analyze all information at their disposal will be more confident in their choices, and employers will benefit from hiring candidates who have a sincere interest in honoring their commitments.

We encourage employers to allow students at least 2 weeks to decide on offers. Although special incentives given to induce early acceptance of offers are not prohibited, employers utilizing the On-Campus Recruiting Program should be aware that they are recruiting within an academic setting. Students should be given the opportunity to make use of all services/information available to them and should not be subjected to exploding offers, which require a student to accept a job offer within a very short amount of time or face having the offer rescinded. While we recognize that there are legitimate business reasons for offers to be accepted or rejected within a specific timeframe, this type of offer is not appropriate within a collegiate environment. In an effort to provide students with sufficient time to conduct their job/internship searches and make informed decisions, we expect employers to abide by these deadlines:

- For offers made by employers who did not recruit via OCR, students have 2 weeks from offer date to decide.
- For offers extended by employers using our On-Campus Recruiting program, students have two weeks from offer date or until the appropriate deadline below, whichever is later.
- For full-time offers extended to previous summer interns, or for summer internship offers extended to previous summer interns, students have until 10/28/16 to decide.
- Students interviewed during the fall semester for full-time positions or summer internship opportunities have until 11/11/16 to decide.
- Students interviewed during the spring semester for full-time positions or summer internship opportunities have until 3/10/17.

Please note that the time periods above start upon receipt of a written offer for employment.
Non-discrimination (P102R)

Consistent with federal and state guidelines, Stony Brook University does not discriminate on the basis of any protected class including race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, marital status or status as a veteran or disabled veteran in its educational programs or in employment. Title IX also prohibits other forms of sex discrimination such as harassment or sexual violence. Complaints of suspected violations of these policies should be made to the Office of Diversity and Affirmative Action, Marjolie Leonard, Interim Director for Title IX and Risk Management, 201 Administration Building, 631-632-6280 or to one of the Title IX sub-coordinators (www.stonybrook.edu/titleix).

Acknowledgment of Responsibilities and Waiver of Liability

Student Acknowledgments

I understand that my participation in unpaid and non-credit internships (limited to a maximum of 20 hrs/week) is elective and voluntary, and that it may involve risks not associated with study on the University's campus, including, but not limited to, risks associated with traveling to, from and/or at the internship destination, whether by train, bus, private auto, airplane, etc. I recognize and voluntarily assume all such risks. I agree to conduct myself in accordance with University policies and procedures. I certify that I am in good health and have no physical condition that would prevent participation in this internship. I further agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment if such care is required. Stony Brook University’s Career Center recommends that you carefully review the U.S. Department of Labor's Fair Labor Standards Act on Unpaid Internships. For additional information, visit the Wage and Hour Division Website: http://www.wagehour.dol.gov.

Release of Liability and Indemnification

In consideration of my participation in unpaid and non-credit internships, I, individually, and also on behalf of my parents or guardians, heirs, successors, assigns and personal representatives, hereby release and forever discharge the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all injuries, illnesses, damages, losses (including death) I sustain to my person or property or both, including but not limited to any claims, actions, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during or are connected in any manner with my participation in the above-mentioned internship. I understand that this release is intended to be and is as broad and inclusive as permitted by the laws of New York.

I acknowledge that I have read this entire document, that I have had an opportunity to ask questions, that I understand its terms, that I agree to the terms stated, that by signing I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

Contact the Career Center with any questions you may have regarding this contract. All students with Handshake accounts are required to read and agree to this contract each Fall semester in order to obtain full access to the Handshake system.