

## **Sunway Career Services Policies and Guidelines for Employers**

Thank you for visiting our Sun-U Career Services site and considering our students and graduates for employment within your organization. Sunway Career Services encourages employers who need part-time and full-time employees to contact our office. We offer a variety of programs to advertise your position(s) which are described below.

**Symplicity:** Symplicity is the Career Services Office online management system. Through this system you may post jobs & internship vacancies for now and in the future, we will utilize this platform for other services. Employers who post jobs with us on a regular basis, and/or who participate in our on-campus recruiting programs, may have a Symplicity account, which enables them to post positions directly, and to register for on-campus interviews online. If you do not have a Symplicity account, please sign up [here](#)

To ensure service quality, acknowledge Sunway Universities' student wellbeing, protect student privacy, and limit risks to Sunway University students, alumni, and other users of our services; the Sunway Career Services establishes expectations & guidelines for all employers we serve. The guidelines may not be all end all by itself, but its purpose is to act as provision for services.

### **Internship Opportunities**

***Internship placement for all University students for internship batch starting in 2021 will be done through Symplicity Portal.***

#### *Definition*

An internship or referred as Experiential Learning throughout this portal, is a structured and supervised learning experience in the area of a student's career interest and in a work setting for which the student will earn academic credit and may or may not be paid (*for certain conditions*). Internships are driven by intentional learning goals and objectives which extend the student's knowledge and understanding of individual program and classroom outcomes and are accompanied by structured reflection.

#### *Internship Policy*

Sunway Career Services thrives to meet the needs of students and employers based on the needs and specific requirement to be met for internship. Some of the expectation for internship includes but not limited to the following: -

- Opportunity to gain professional skill development and experiences to enhance résumé
- Increased marketability on the job front
- Networking opportunities
- Practice with communication and collaboration skills
- Valuable work experience which complements classroom preparation
- A bridge between school and the professional world
- Greater self-confidence while focusing on career path
- Heightened focus and greater appreciation for the relevancy of coursework
- Possible monetary compensation and academic credit
- Must offer a new learning experience for the student
- Must offer opportunities to explore a career field or develop new skills.
- Should be 10 to 12 weeks minimum length, preferably coinciding with semester dates (especially if student is receiving academic credit). Length can be adjusted with mutual consent between employers and students.
- Learning Agreement (JD) & Offer letter between employer and student.
- Supervisor Evaluation at conclusion of internship.

- Other requirements may be added for specific classes.
- The employer must advise the intern of the inherent risks in working in that workplace, training him or her in safety procedures, and providing adequate supervision.
- If the student is receiving academic credit for his or her internship, there is an official letter from School and University for the internship.

### *Paid or Unpaid*

Internships are becoming more crucial for a student's job market competitiveness following graduation. While many internships are paid (either by an hourly wage or stipend), many are unpaid and offer priceless experiences within a student's field of interest. Most internships hosted by non-profit organizations are unpaid, however Sunway University encourages the same criteria listed below, be applied to all unpaid internships.

## **Recruitment on Campus**

### *Third-Party Recruiters*

The Career defines Third-party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations rather than for internal positions. This includes entities that make referrals or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. Examples are employment agencies, search firms, contract recruiters, venture capital firms acting on behalf of their portfolio companies, and online job posting or resume referral services.

Third party recruiters may utilize Sunway Career Services job listing services, participate in on-campus recruiting and attend select career fairs. They will be required to verify in advance whether they are recruiting for their own organizations or for their clients. Third-party firms who are recruiting for positions within their own organizations must clearly differentiate those opportunities from their client engagements. Failure to abide by these third-party requirements will result in loss of access to Sunway Career Services.

Third-party recruiters representing client organizations must:

- Verify that they charge no fees of any kind to student or alumni applicants;
- Identify themselves as a third-party recruiter in their Symplicity employer profile and all client job announcements;
- Provide the Sunway Career Services in advance with a list of the employer clients for whom they are recruiting, and, if requested after review, provide a copy of the retainer(s) signed by their employer client(s) authorizing them to act as their sole campus representatives;
- Provide accurate position descriptions and include specific client names in all jobs posted on Symplicity;
- Only release candidate information provided to the identified employer in accordance with the Family Educational Rights and Privacy Act (FERPA). Re-disclosure of candidate information to any other parties is not permitted.

### *Start-ups*

The Sunway Career Services has established these criteria for identifying appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed sufficiently in their business development process so that they can:

- Provide a company name, business address, website and email address, and identify a principal as the key contact;
- Verify that they are not seeking potential partners or investors;

- Confirm that they have obtained the necessary business licenses and/or Employer Identification Number (EIN) as well as sufficient funding, including identifying their funding model and investors, if requested;
- Provide clearly defined organization and position descriptions in Symplicity.

Those ventures who cannot meet these guidelines may recontact the Sunway Career Services at a later stage to discuss access to services.

### **On Campus Recruitment (OCR) & Job Posting Guidelines**

- All bona fide full-time, part-time, seasonal, and short-term positions and other types of recruiting opportunities for small and large businesses, government agencies, non-profit organizations, on-campus employers, households, and individuals that conform with the Employer Policies noted above may be posted via Symplicity. However, On Campus Recruiting is intended for use by organizations recruiting for paid full-time and internship positions, not for part-time or volunteer positions.
- Preselection Screening Criteria: Major, school year, GPA and work authorization are the screening criteria used for positions in Symplicity. All Sunway University students will be able to apply whether they fully meet your qualifications, however, some students will be discouraged from applying if they don't meet all qualifications. Therefore, enter your screening specifications carefully, but without being too restrictive, to ensure the best possible "fully qualified" applicant pool. Students can change their year in school and GPA in Symplicity so employers are encouraged to request students submit unofficial transcripts with their application to verify year in school and GPA.
- OCR Reception Area as Neutral Territory: Employers are asked to respect the neutrality of the On-Campus Recruiting reception area. Students may feel uncomfortable talking to other employers while waiting to be called by their scheduled interviewers. Greeters are permitted if their presence does not create an unpleasant environment for students and other recruiters and does not interfere with other Sunway Career Services business.
- Testing: Employers must proctor/monitor any testing conducted in the Symplicity portal within the space and time parameters arranged in advance with by the Sunway Career Services.

### **Confidentiality of Student Information**

Employment professionals must maintain the confidentiality of all student information released to them, regardless of the source, including personal documents, written records/reports, and computer databases. This means that there should 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, in accordance with the PDPA.

### **Grievance**

Sunway Career Services staff will investigate complaints by users of our services about job postings, employers, or work assignments. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved. Sunway Career Services will notify the employer in writing of the decision.

### **GPA**

Students' GPAs are self-reported in Symplicity and the Sunway Career Services does not verify the accuracy of student GPAs. Employers may include this information in their job descriptions as a point of information for potential candidates. Employers may also request unofficial grade reports or

transcripts from students or alumni as part of their required Symplicity application documents in order to verify academic performance.

### **Exceptions to Policies and Guidelines**

The Sunway Career Services reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances, i.e., in certain situations deemed to be acceptable and beneficial to our students, the Sunway Career Services, the University, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.

Sunway Career Services reserve the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonesty or lack of information
- Fraud
- Complaints by students
- Harassment of Sunway University students, alumni, or staff
- Breach of confidentiality
- Requiring, at the time of application, personal information such as bank and social security numbers
- Positions not likely of interest to college students or alumni
- Excessive outlay of personal funding required to obtain the position
- Failure to adhere to Sunway Career Services policies and/or any violation of University rules and regulations, and local, state, or federal laws.