Employer Eligibility Guidelines

Thank you for your interest in recruiting at The University at Albany, State University of New York. We want to ensure that your recruiting efforts are being spent efficiently and have created a list of minimum eligibility requirements for your review. We ask that you review these requirements prior to requesting access to our University on Handshake.

- A valid, non-residential office location.
- A working company website. We will not accept social media websites as a replacement.
- Working phone number.
- A valid work email.

International companies – We are able to approve your request if you meet the above requirements and have a valid location in the United States.

Third party recruiting firms, please see below for additional eligibility guidelines when posting positions on Handshake.

- When posting a position on behalf of your client, we require that the name of the company the applicant would be working for is advertised in the posting. We cannot approve positions that, for example, are being advertised as, "My client is looking for etc."
  - o **Valid posting example**: "*Company name* is seeking a(n)…"
  - o **Non-valid posting example**: "A lucrative hedge fund is seeking a(n)…"
- We will be happy to approve in-house positions that you are recruiting for.

*We understand that you may be under a contractual obligation to not disclose your client's information. However, for the safety of our students, we cannot approve the posting unless we know the company the student would be working for.

Thank you in advance for your understanding. If you have any questions please contact our office at career@albany.edu. A member of our Employer Relations Team will be happy to assist you.