

## Oklahoma State University – Career Services

### Third-Party Recruiting Policy

Oklahoma State University requires all third-party companies to comply with the below stated requirements. **If the agency is unable to comply, Career Services will be unable to provide services to the agency.**

Oklahoma State University (OSU) recognizes a variety of third-party companies exist in today's competitive business world. In an effort to help provide every possible employment opportunity to our registrants, we choose to work with selected third-party employment services that meet university approval. Third-party recruiters are defined according to the National Association of Colleges and Employers (NACE) as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer 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. To safeguard our University, our staff and our graduates, we carefully examine each agency that approaches us for services and require they agree to the following criteria:

1. No fees are charged or assessed to the candidates with whom this third-party recruiter provides service. If fees are assessed by this agency, then all are to be paid by the employer.
2. The third-party recruiter must actually be representing an organization and recruiting for a legitimate job within that organization. The third-party recruiter understands and expressly agrees that it shall provide any candidate materials only to the employer it is currently representing. Should OSU Career Services discover the third-party recruiter re-discloses information to another employer, the university will cease working with the third-party recruiter and require the return of all candidate information previously distributed.
  - a. Any student information disclosed by OSU Career Services is for **a single** use only and not to be retained or re-disclosed for future contracts by the third-party recruiter. The third-party recruiter agrees to ensure that any re-disclosure of student information for other purposes, including other recruiting contracts, will occur only with the written consent of the student/alumni.
3. The third-party recruiter will disclose the name, address, telephone number, and primary contact person the agency is representing; and gives OSU Career Services permission to contact the employer to verify contract, job or any related information should it be deemed necessary.
4. The third-party recruiter gives their permission to disclose any and all information with prospective candidates who may inquire, if deemed necessary. OSU Career Services will endeavor to guard the identity of confidential clients who have contracted with the third-party recruiter, but reserves the right to disclose information to our candidates.

5. The third-party recruiter agrees to comply with the nondiscrimination requirements of Equal Employment Opportunity, Age Discrimination in Employment Act, Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964.
6. Third-party recruiters will abide by [OSU Career Services general employer policies](#) in addition to third-party policies.
7. Services available through the Hire System to third-party employers: Job postings and Career Fair registrations only. Job postings are free to third-party companies year-round; Career Fair registrations are subject to terms and fees.
  - a. Job postings must be posted under the third-party employer account and not from the third-party client without prior written approval from the client being serviced.
  - b. OSU Career Services will not post positions from job posting organizations or resume referral services that collect data on job seekers and display job opportunities to which job seekers may apply.

If you have additional questions, please contact Sara Hartline, 405-744-5927, or [sara.hartline@okstate.edu](mailto:sara.hartline@okstate.edu)