

## **Third-Party Recruiting Agreement**

Oklahoma State University (OSU) recognizes a variety of third-party employment agencies exist in today's competitive business world. 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. Third-parties include but are not limited to employment agencies, headhunters, search firms, contract recruiters, temporary agencies and staffing services. Most agencies are very reputable, efficient at their craft, and a credit to the profession. Some engage in unethical and/or illegal registration, recruiting, interviewing, and selection practices. Such practices are damaging to all parties involved. We do not support or promote such activity because it generally violates current affirmative action an equal opportunity employment legislation, and especially the Family Educational Rights and Privacy Act of 1974 which governs our operation as a university career center. Because such activity exists, we must safeguard our University, our staff, and our graduates by carefully examining the agencies that approach us for services. 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 and agree to the following criteria:

1. No fees are charged or assessed to the candidates with whom this employment agency provides service. If fees are assessed by this agency, then all are to be paid by the employer.
2. Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the [NACE Principles for Professional Practice](#).
3. The employment agency must actually be representing an organization and recruiting for a legitimate job within that organization. The employment agency understands and expressly agrees that it shall provide any candidate materials only to the bona fide employer it is currently representing. Should OSU discover the employment agency re-discloses information to another employer, the university will cease working with the employment agency and require the return of all candidate information previously distributed.
4. The employment agency will disclose the name, address, telephone number, and primary contact person the agency is representing (page 3 of this document) to OSU Career Services.
5. The employment agency gives OSU Career Services permission to contact the employer to verify his/her contract, job, and any related information.
6. The employment agency gives their permission to disclose any and all information with prospective candidates who may inquire. OSU Career Services will endeavor to guard the identity of confidential clients who have contracted with the employment agency, but reserves the right to disclose information to our candidates if deemed necessary.
7. The employment agency agrees to follow all current Affirmative Action and Equal Opportunity/Americans with Disabilities legislation.
8. The third party recruiter agrees to ensure that re-disclosure of student information for other purposes, including other recruiting contracts, occurs only with the written consent of the

student/alumni. Thus, any student information disclosed by OSU Career Services is for one use only and not to be retained or re-disclosed for future contracts by the employment agency.

9. Services available to third party employers: Job postings only. Job postings are free to employment agencies year-round.
10. Job postings must be posted under the third party employer account and not from the third party client without prior approval of the employer being serviced.
11. 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.
12. Third party recruiters will abide by [OSU Career Services general employer policies](#) in addition to third party policies.

Oklahoma State University requires all employment agencies to comply with the above stated requirements. **If the agency is unable to comply, the University will be unable to provide services to the agency.** Our attempt is not to alienate employment agencies, but to prevent association with agencies involved in unquestionable, unethical, and/or illegal recruiting practices.

I have read the policy and procedures for Third Party Recruiters engaging in employment activities with Oklahoma State University, and agree to abide by this contract as written. Please sign and date the form below.

Recruiter Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have additional questions, please contact Alicia Jackson, 405-945-8617, or [alicia.jackson@okstate.edu](mailto:alicia.jackson@okstate.edu).

**Please scan and email this signed form to [alicia.jackson@okstate.edu](mailto:alicia.jackson@okstate.edu) or fax it to 405-744-9954.**

## 3<sup>rd</sup> Party Recruiting Request

Please complete the information below only if you have a current recruiting need. Please complete all sections for each recruiting request.

Name of employer you are representing: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are students/alumni/candidates charged any fees? \_\_\_\_\_

Recruiter's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

If you have additional questions, please contact Alicia Jackson, 405-945-8617, or [alicia.jackson@okstate.edu](mailto:alicia.jackson@okstate.edu).

**Please scan and email this signed form to [alicia.jackson@okstate.edu](mailto:alicia.jackson@okstate.edu) or fax it to 405-744-9954.**