



## Western Connecticut State University Statement of Understanding & Compliance for Third-Party Employers

The National Association for Colleges and Employers (NACE), the national professional association for university career services offices and employers, defines third party recruiters as follows: "Third-party recruiters are 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."<sup>1</sup> These agencies include but are not limited to:

*Employment agencies, contract recruiters, staffing services, search firms and temporary placement agencies*

Guidelines for Third-Party Employers ("TPE") have been put in place for the protection of the students, alumni, and the Western Connecticut State University-Career Success Center ("WCSU-CSC"). Third-party employers who are interested in recruiting and listing employment opportunities with the WCSU Career Success Center through Handshake must adhere to the following:

- TPE will operate in conjunction with the university policy of Equal Opportunity/Affirmative Action and will not discriminate on the basis of age, race, color, religion, sex, handicap, or national origin. An employer or agency using the services of WCSU-CSC understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of working with WCSU-CSC
- TPE will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Practice <http://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>
- TPE must clearly identify their organization as a third-party employer. All employment opportunities in Handshake must clearly indicate that the students and alumni will be working through a third-party employer
- TPE agrees to provide the name of the employer client for whom they are recruiting in the job description. If this information is confidential, it must still be disclosed to WCSU-CSC, but will not be released to candidates
- TPE must agree that the client may not forward WCSU students' resumes to any other party without the student/applicant's written consent. Failure to comply with this is a violation of The Family Education Rights and Privacy Act of 1974
- TPE may recruit only for clients they represent. Candidates' names and/or resumes obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved
- TPE must not require a financial investment or payment by the student or alumni for employment or placement. Under no circumstances should fees be charged to students or alumni. WCSU-CSC will not post any opportunities that require students or alumni to pay fees

By using Western Connecticut State University's Handshake recruiting platform, you agree to the terms and conditions set forth in this *Statement of Understanding and Compliance for Third-Party Employers*.

If you agree to comply with this Statement of Understanding, print company name, print and sign your name and e-mail to careersuccess@wcsu.edu. (Note: WCSU reserves the right to terminate an employer account for violation of the above policies.)

Company/Agency Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

<sup>1</sup> <http://www.nacweb.org/career-development/organizational-structure/sample-2-recruiting-policies/>



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

\_\_\_\_\_

Print Name:

Date: