OU Career Services Third Party Recruitment Guidelines

In providing services for third-party recruiters, Career Services policy requires that:

- Third-party recruiters will abide by the *Principles for Third-Party Recruiters* as described in the NACE Principles for Professional Practice.
- Third-party companies may only list internal positions within their own company, or positions for clients when the name of the client is explicitly presented in the listing.
- Third-party recruiters must present detailed information about their operations and services in their company profile on Handshake for student review. This profile should make it clear that the company is a staffing agency that recruits for external employers.
- All placement opportunities listed by third-party recruiters must be free to students. Any fees associated must be paid by the hiring employer.
- Third-party recruiters will not have access to student resume downloads for recruitment positions on Handshake. All student contact information for these positions must be sourced by student applications specifically for the position in question. **If Career Services receives student feedback that they have been contacted about a position for the client of a staffing agency that they did not apply for directly, it may result in a loss of recruiting privileges at OU.**
- If a third-party recruiter or staffing agency wishes to recruit candidates for positions internal to their organization, they may do so with the understanding that resumes and applications provided are to be used solely for hiring for that specific internal position.
- Third-party recruiters operate in congruence with the university policy of Equal Opportunity/Affirmative Action and do not discriminate on the basis of age, race, color, religion, sex, handicap, or national origin. An employer or agency using the services of Career Services understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of Career Services.

Third Party Recruiter Services:

Career Services will promote the job and pertinent information through normal channels which may include the Handshake job board, referral to faculty and/or staff, and/or direct referral to candidates. The third-party recruiters will be listed as the contact and identified as an employment agency. Note: It is the policy of Career Services not to promote jobs or internships teaching overseas.

If a third-party recruiter wishes to interview candidates on campus, or attend career fairs, that recruiter will agree to abide by the above policies and to identify the represented employer(s) to both Career Services and potential university interviewees. Third-party recruiters who elect to interview on campus should understand that the candidate information provided by Career Services is to be used exclusively for the employer(s) so identified.