



## Third-Party Recruiting Policy

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 agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

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 understands and expressly agrees that it shall provide any candidate materials only to the employer it is currently representing.
3. The third-party recruiter will disclose the name, address, telephone number, and primary contact person the agency is representing to 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 information with prospective candidates who may inquire, if deemed necessary.
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 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.
8. Any student information disclosed by OSU Career Services is for single use only and not to be retained or re-disclosed for future contracts by the third-party recruiter. The third-party recruiter agrees that any re-disclosure of student information will occur only with the written consent of the candidate. 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.

OSU Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; failing to comply with established agreements between OSU Career Services and the employer (verbal or written); revoking a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Oklahoma State University students, alumni, staff or faculty; failure to adhere to OSU Career Services policies and/or any other violation of Oklahoma State University rules and regulations.

If you have additional questions, please contact Jillian Gary at [jillian.gary@okstate.edu](mailto:jillian.gary@okstate.edu) or 405-744-5659.