



# Third Party Recruiter Policy

The following guidelines govern the manner in which Third Party Recruiting Agencies may use the services offered by Northwest Missouri State University's (Northwest) Career Services.

Third Party Recruiters are typically defined as:

Employment Agencies—Organizations that list positions for a number of client organizations and receive payment when a candidate they have referred is hired. The fee for listing a position is paid either by the firm listing the opening ("fee paid") or by the candidate who is hired.

Temporary Agencies—Organizations that contract with a client organization to provide individuals qualified to perform specific tasks or complete specific projects for the organization. Assignments usually last between two weeks and one year. Individuals work at the client organization but are paid by the agency.

Search Firms—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees paid for this service are paid by the clients.

**The following guidelines have been established for the protection of the students, alumni and Northwest. Any reported breach of this policy will result in deactivation of the recruiter's online account and termination of access to all recruitment services.**

1. Under no circumstances may fees be charged to candidates.
2. Before any Third Party Recruiter may advertise a position for one of their clients they must identify the employer client to Career Services and permit Northwest to verify this information by contacting the named client if desired. The advertisement must also clearly indicate that the candidate will be working through a third party agency.
3. Third Party Recruiter's 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.
4. Third Party Recruiting Agencies must comply with the applicable nondiscrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA.) The Third Party Recruiting Agency and the client they represent must be an equal opportunity employer.
5. Recruiter's must agree to follow the National Association of Colleges & Employers (NACE) guidelines found at: <http://www.naceweb.org/knowledge/principles-for-professional-practice.aspx?terms=Third#thirdparty>.

**I have read and agree to the terms required for Third Party Recruiter's:**

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Recruiter's Name (printed)

Third Party Recruiter's Agency

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Recruiter's Signature

Name of Contract Company

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Phone

Vacancy to be filled

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Email

Date

**Please sign and return via email or mail to:**

Northwest Missouri State University  
800 University Drive  
Career Services, 130 Administration Building,  
Maryville, MO 64468  
660-562-1250  
career@nwmissouri.edu