

THIRD PARTY RECRUITING POLICIES

@ NC State

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. This definition includes, but is not limited to:

- **Employment Agencies**—Organizations that list positions for a number of client organizations and receive payment when a referred candidate 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.
- **Search Firms**—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.
- **Contract Recruiters**—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
- **Online Job Posting or Resume Referral Services**—For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.

It is strongly encouraged that third-party recruiters disclose to students the name of client(s), that they are representing and to whom the students' credentials will be disclosed. In the event that the third-party recruiter wishes to keep this information confidential, they will disclose information upon request to career services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career services will respect the confidentiality of this information.

Third-party recruiters will not disclose any student information to any employer without obtaining prior written consent from the student. Under no circumstances can student information be disclosed other than for the original recruiting purposes nor can it be sold or provided to other entities. Online job postings must prominently display their privacy policies or a link to the website where they can be viewed, specifying who will have access to student information.

Third-party recruiters will be allowed to post positions in ePACK. Career fair attendance will be determined by the individual college liaisons or the career fair coordinator. Third-party recruiters will not be given access to online resume books.