



Third Party Recruiting Policies

Third Party Recruiters the University of Central Oklahoma (UCO) recognizes a variety of third party employment agencies exist in today's competitive business world.

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 it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. Third-parties include but are not limited to employment agencies, headhunters, search firms, contract recruiters, temporary agencies and staffing services.

Most agencies are very reputable, efficient at their craft, and a credit to the profession. Some engage in unethical and/or illegal registration, recruiting, interviewing, and selection practices. Such practices are damaging to all parties involved.

We do not support or promote such activity because it generally violates current affirmative action and equal opportunity employment legislation, and especially the Family Educational Rights and Privacy Act of 1974 which governs our operation as a university career center. Because such activity exists, we must safeguard our University, our staff, and our graduates by carefully examining the agencies that approach us for services.

In an effort to help provide every possible employment opportunity to our registrants, we choose to work with selected third-party employment services that meet university approval and agree to the following criteria:

1. 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 the Career Development Center understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of Career Development Center.
2. Third-Party recruiters will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Practice.



3. Any fees associated with positions listed by Third-Party recruiters with the Career Development Center are the responsibility of the employer –students are not to pay any fee associated with the application or hiring process.
4. Third-party recruiters will provide information about their operations and services to the Career Development Center for review.
5. It will be the responsibility of the candidate to contact the Third-Party recruiter. Candidate names and/or information concerning candidates will not be released to Third-Party recruiters unless candidates provide a written release, signed and dated by the candidate, for that specific agency. Federal law requires that confidential letters not be shared with candidates.

UCO Career Development Center will promote the job and pertinent information through normal channels which may include the website, 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.

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 the Career Development Center and potential university interviewees. Third-Party recruiters who elect to interview on campus should understand that the candidate information provided by the Career Development Center is to be used exclusively for the employer(s) so identified.

For additional questions, please contact the Career Development Center at 405-974-3346.