

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:

Third-Party Recruiting Policy

In the past, it has been appropriate and advantageous to **University of Central Oklahoma** students and alumni for the office of Career Services to work on their behalf with third-party recruiters.

In providing services for third-party recruiters, University of Central Oklahoma policy requires that:

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 Career Services understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of Career Services.
1. Third-party recruiters will abide by the [Principles for Third-Party Recruiters](#) as described in the NACE Principles for Professional Practice.

1. Any fees associated with positions listed by third-party recruiters with Career Services are the responsibility of the employer – students are not to pay any fee associated with the application or hiring process.
1. Third-party recruiters will provide information about their operations and services to Career Services for review.
1. 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.

Third Party Recruiter Services:

UCO Career Services will promote the job and pertinent information through normal channels which may include the website, posting on bulletin boards, 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 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.

Career Fair/Forum Cancellation Policy

Cancellations will be accepted provided that notification is given in writing to UCO Career Services. Cancellations must be sent via e-mail to eenck@uco.edu and must be received by the stated cancellation deadlines listed below.

Career Services reserves the right to charge any costs incurred prior to cancellation and the following registration fees:

- Cancellations received at least 30 days before the scheduled fair will receive a 100% refund.
- Cancellations received at least 10 days before the scheduled fair will receive a 50% refund.
- Cancellations received less than 10 days before the event will be charged the full registration fee.
- No-show, no cancellation will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request
- Registration fees cannot be transferred to another, upcoming event.
- Registrations marked as not paid will still incur cancellation charges.

UCO Career Services reserves the right to change or modify these policies as it deems

necessary without notice to any other party, which such changes shall be binding upon the registered companies.