

# Principles for Third Party Recruiters

*These standards are designed to provide guidance to third-party recruiters who participate in the Northwood University recruitment process. These standards are for the protection of student information and are not to be construed as prohibiting or discouraging the use of third-party recruiters by the university or the career services office.*

## 1. Definition of Northwood University approved third-party recruiters:

- a) 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;
- b) Northwood University only accepts and supports those third party recruiters who are compensated by the hiring party, and who do not charge any fees to the students. Third-party recruiters that directly charge students for services will not be permitted on-campus recruiting privileges.**
- c) The above definition includes, but is not limited to, the following entities:
  - 1. **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 by the firm listing the opening.
  - 2. **Search Firms**-Organizations that contract with clients (companies) to find and screen qualified persons to fill specific positions.
  - 3. **Contract Recruiter**-Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
  - 4. **Resume Referral Firms**-Organizations that collect data on job seekers which is sent to prospective employers. Fees exist for the employer, job seeker, or both.
  - 5. **Temporary Agencies**-Temporary agencies are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employers. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. individuals perform work at the client organization, but are employed and paid by the agency.

## 2. Third-party recruiters will be versed in the recruitment field and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

## 3. Third-party recruiters will follow EEO standards in recruiting activities in a manner that includes the following:

- a) Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
- b) Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
- c) Refusing, in the case of resume referral entities, to permit employers to screen and select resumes based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
- d) Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
- e) Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
- f) Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

## 4. Third-party recruiters will disclose the following information to career services staff upon request.

- a) The client, or clients, that the third-party recruiter is representing and to whom the student's credentials will be disclosed. Career services will be permitted to verify this information by contacting the named client or clients. In the case of a resume referral entity, a list of clients that use the services of the entity may be made available.
- b) The types of positions for which the third-party recruiter is recruiting. Resume referral firms do not have to disclose this information.

## 5. Third-party recruiters will not disclose to any employer, including the client-employer, and student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than recruiting purposes nor can it be sold or provided to other entities.