Third-Party Recruiter Policy

Northwest Missouri State University has established the following policy for Third-Party Recruiters. Any reported breach of this policy will result in the deactivation of the recruiter’s online account and termination of access to all recruitment services at the University. A completed copy of this form will be required for each vacancy agencies wish to post.

Third-Party Recruiters are typically defined 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;

- **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.

**Terms:**

1. Third-Party Recruiters will abide by the [Principles for Third-Party Recruiters](#) as described in the NACE Principles for Professional Practice.
2. For all positions listed by Third-Party Recruiters with Career Services, any fees will be paid by the employer.
3. The Third-Party Recruiter will disclose the name(s) of the client(s) that they are representing and to whom the credentials will be disclosed.
4. Third-Party Recruiter’s may recruit only for client(s) they represent and disclose. Candidates’ names and/or resumes obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients. Under no circumstances can students or alumni information be disclosed for other-than-stated recruiting purposes, nor can it be sold or provided to other entities outside of the clients for whom the resumes are designated.
5. 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.

**Services:**

1. Third-Party Recruiters may post vacancies in [Hire A Bearcat](#) and may contact candidates who apply directly, provided they meet the above mentioned criteria.
2. Third-Party Recruiters may participate in on-campus interviews or on-campus recruiting provided the name of the client is disclosed to Career Services and prospective candidates.
3. Third-Party Recruiters may attend Career Day if they represent employers who have authorized them to recruit for specific positions. The name of the employer being represented should be clearly identified on all announcements, literature, and displays for candidates.
4. Third-Party Recruiters will not have access to online resume books or resume referrals.

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

<table>
<thead>
<tr>
<th>Recruiter’s Name (print)</th>
<th>Third-Party Recruiter’s Agency (print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter’s Signature</td>
<td>Name of Employer Client (print)</td>
</tr>
<tr>
<td>Phone</td>
<td>Vacancy to be filled (print)</td>
</tr>
<tr>
<td>Email</td>
<td>Date</td>
</tr>
</tbody>
</table>

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