

Third-Party Recruiter Guidelines

Third-party recruiters are defined as agencies, organizations, or individuals who recruit 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 includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

Third-party recruiting organizations charge for services using one of the following fee structures:

1. Applicant Paid Fee - The applicant pays the third-party recruiter a fee based upon the applicant's starting salary, once placed with an employer.
2. Employer Paid Fee -
 - o Retainer - The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.
 - o Contingency fee - The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.

The above definitions include, but are not limited to, the following entities regardless of the fee structure used by the entity to charge for services:

- Employment Agencies - Organizations that list positions for a number of client organizations (employers) 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 (employers) to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients (employers).
- Contract Recruiters - Individuals who contract with an employer to act as the employer's agent in the recruiting and employment function.
- Resume Referral Firms - Organizations that collect information about job seekers, which is sent to prospective employers. Fees exist for the employer, job seeker or both.
- Temporary Agencies - Organizations that are contracted 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. In most cases temporary agencies, staffing services, outsourcing contractors, or leasing firms will be treated as employers. However, should these firms actually be retained to recruit individuals to be employees of another organization, then the third-party professional conduct principles shall apply.

Although third-party recruiters cannot participate in the EHOVE Career Center's on-campus recruiting program, the Career Center offers limited services to employment agencies, search firms, contract recruiters and resume referral firms (as defined above). In order to work with EHOVE Career Center, third-party recruiting organizations must provide the name of the represented employer and contact information for an individual at the employing company.

Services Available for Third-Party Recruiters

1. Post positions with Career Center **IF** you provide contact information of represented employer. **YES**
2. Participate in job fairs when you are strictly recruiting for current positions within your own organization. **YES**
3. Attend Career Center events **IF** you clearly identify the name of the company for which you are recruiting and **IF** you provide contact information for the employing organization that has contracted you to act on their behalf. **YES**
4. Receive candidate or resume referrals from the Career Center. **NO**
5. Participate in the EHOVE Career Center's on-campus recruiting program. **NO**