



THIRD PARTY or CONTRACT RECRUITING POLICY

THIRD PARTY RECRUITING AGENCIES: Typical terms are “headhunters,” “executive search firms,” etc. Third Party Recruiters may not post positions for which the applicant is charged a fee. However, the Counseling and Career Center will list any Third Party Recruiters contact information on our on-line jobs database, “Recruit-a-BULL”. If students are interested in working with a Third Party Recruiter, they may contact the agency directly. The Career Center does not endorse specific Third Party recruiting organizations.

CONTRACT RECRUITING AGENCIES: A Contract Recruiter is defined as a company that is under contract to recruit for identified positions with a specific company or organization.

Contract recruiters are required to identify the position and the company or organization for which they are recruiting. Contract Recruiters must not charge students fees for services.

The Career Center staff may request verification from the company or organization for which the agency is under contract. The Career Center will not attempt to take away business from Contract Recruiters that have posted positions with us.

DISCRIMINATION IN EMPLOYMENT: All Contract and Third party recruiters must comply with the nondiscrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA). This means an employment agency may not refuse to refer an individual to an employer because of the person’s race, color, national origin, gender, religion, age (over 40), or disability. The ADA also requires employment agencies to make reasonable accommodations upon request for an individual with a disability to enable him or her to participate in the recruitment activities conducted by the agency. Organizations must also comply with the EEO (Equal Employment Opportunity) standards and state employment laws.

The Family Educational Rights and Privacy Act prohibit those receiving information about a student from disclosing it to others without obtaining written permission from the student. Contract Recruiters are allowed to release obtained information to the individual employer they represent, as indicated below.

**This information was provided by the National Association of Colleges and Employers. Visit www.nacweb.org for more information.*

Company Name			
Contact Person			
Street Address			
P.O. Box		Internal Mail Code	
City/State/Zip			
Phone #		Fax #	
e-mail address		Web address	

Please check one: My company is a 3rd Party Recruiter My company is a Contract Recruiter

I have read the above and agree to the terms outlined above: _____

Name of Contract Company		Company Contact Person	
e-mail address		Phone	

**FAX TO THE UNIVERSITY OF SOUTH FLORIDA, ST. PETERSBURG
CAREER CENTER 727-873-4828.**