

CENTRAL WASHINGTON UNIVERSITY
CAREER SERVICES

THIRD PARTY RECRUITER POLICY / CONTRACT

To assure equal and fair recruiting activity and practices by all employers considering Central Washington University (CWU) students for employment, this agreement is set forth in good faith by both CWU and the recruiting agency whose name and representative's signature is shown below.

Definition: 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.

All third-party recruiters will work within a framework of professionally accepted recruiting, interviewing, and selection techniques and will be expected to comply with professional conduct principles.

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 on job related criteria only, not on 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 (CS) office or the employer client regarding EEO non-compliance and seeking resolution of such complaints.

No student will, at any time, be charged for the services of third-party recruiting efforts or activity.

Third party recruiters will disclose the following information to students and career services practitioners:

- g. The client, or clients, that the third party recruiter is representing and to whom the student 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 must be made available.
- h. The types of positions for which the third-party recruiter is recruiting. Resume referral firms are not required to disclose this information.
- i. All job listings must clearly indicate that candidates will be working through a third-party. Positions will be posted for thirty (30) days.

- j. Position announcements may be faxed, mailed, or emailed to CS for posting on the CS jobs database. Third-party recruiters will not be allowed direct access to the CS database.
- k. The agency must identify the employer client BEFORE listing a position with CS so that it may be verified that the position exists and does not duplicate a position already available through CS. If the agency does not release this information, the posting will not be accepted. Under no circumstances will positions be accepted for which an employing organization has interviewed or plans to interview candidates through the CS program or has posted a position with our job listing service.
- l. Third-party recruiters may not at any time recruit other companies to their services while engaged in on-campus recruiting.

Student information will not be disclosed to any employer, including the client-employer, without 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.

Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to CS and students, the names of the represented employers.

I have read and understand the terms of this contract and hereby agree to adhere to the policies set forth for third-party recruiters.

 CWU Career Services Representative
 Signature

 Third-Party Representative Signature

 Date

 Date

Career Services
Central Washington University
400 East University Way
Ellensburg, WA 98926-7499

 Agency Name

 Address

 City, State, Zip

 Phone Number

 Email Address