Principles for Professional Practice: Third-Party Recruiters

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Third-Party Recruiters Defined

- Agencies, organizations, or individuals recruiting for temporary, part-time, or full-time employment other than their own needs.
- Third parties charge for services through an employer-paid or an applicant-paid fee.
- This definition includes, but is not limited to, the following entities: employment agencies, search firms, contract recruiters, and resume referral firms.
- In some instances, temporary agencies may be employers, not third-party recruiters, because candidates are employed and paid by the agency.
Knowledge

- Have knowledge of the recruitment field, the industry, and the employing organization.
- Adhere to accepted recruiting, interviewing, and selection techniques.
EEO

- Maintain EEO compliance and follow affirmative action principles, including:
  - Referring qualified students to employers without regard to protected classifications.
  - Reviewing selection criteria for adverse impact and screening students based upon job-related criteria.
  - Refusing to permit employers to screen and select resumes based upon protected classifications.
  - Avoiding use of inquiries that are considered unacceptable by EEO standards.
  - Affirming an awareness of and sensitivity to the cultural differences and diversity of the work force.
  - Investigating complaints by career services administrators or the employer client, and seeking resolution of the complaints.
Consider This…

• Read Case Study: *Whose Job Is It Anyway?*

• Points to Ponder:
  – Is Queen ethically obligated to pay Bentley for hiring outcomes?
  – Is Bentley’s solicitation at the fair unethical or inappropriate?
  – Should career services proactively inform employers when a third-party recruiter is in attendance at a recruiting event?

• Principles That Apply:
  – Career Services Principle 5-a
  – Third-Party Recruiters Principles 2, 5-a, and 7
Disclosure

• Third-party recruiters will disclose the following to students and career services offices:
  
  – The specific client(s) they represent. Career services offices must be permitted to verify this information.
  
  – The types of positions for which students are being recruited.
Accurate Information and Confidentiality

• **Accurate Information:**
  – Provide students with accurate information on opportunities and employers.
  – Provide client(s) with available information about the institution, its students, and the career services recruitment policies.

• **Confidentiality:**
  – Any disclosure of student information shall be with the prior written consent of the student.
  – Student information cannot be disclosed for any purpose other than recruiting and cannot be sold to other entities.
Fees

- Third-party recruiters that charge students are not following accepted practices, and will not be permitted to recruit on campus or post solicitations.
• Advisory Opinions
  – NACE Principles for Professional Practice

• NACEWeb
  – Knowledge Center
  – User’s Guide to the Principles for Professional Practice
  – Training Resources