



PRINCIPLES FOR PROFESSIONAL PRACTICE: THIRD-PARTY RECRUITERS

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.



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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.**



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- Advisory Opinions
 - [NACE Principles for Professional Practice](#)
- NACEWeb
 - [Knowledge Center](#)
 - [User's Guide to the Principles for Professional Practice](#)
 - [Training Resources](#)