

THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

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UNCP GUIDELINES FOR THIRD-PARTY RECRUITERS

The Career Center at The University of North Carolina at Pembroke is committed to providing students and alumni with access to information related to a variety of job search options. Because of this commitment to providing as much information as possible to those we serve, the Career Center has developed the following procedures for working with third-party recruiters.

The Career Center is a member of the National Association of Colleges and Employers (NACE) and adheres to its Principles for Professional Conduct for Career Services & Employment Professionals, including the association's published "Principles for Third-Party Recruiters." As outlined in these principles, 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. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment" (<http://www.naceweb.org/principles/annotated.htm>).

Third-party recruiters that wish to recruit UNC Pembroke students and alumni must complete, sign, and submit a Third-Party Recruiter Registration and Job Vacancy Listing Form to the Career Center in order to utilize employer services. In addition, third-party recruiters must agree to the following:

- Organizations or individuals providing recruiting services are able to publicize position vacancies to UNC Pembroke students and alumni by submitting a job vacancy form (part of the Third-Party Recruiter Registration and Job Vacancy Listing). Upon review and acceptance of the position vacancy, the position will be posted to the online job search system by the Career Center. Position announcements must be for a specific position(s) and must include type of position (full-time, part-time, seasonal, temporary, etc.), the type of employer (industry type), occupational title and location of the work place. Position vacancy information should be sent via e-mail to career@uncp.edu or via fax to (910) 521-6166.
- In addition, the position vacancy form **MUST** include the name, contact name, contact address, and contact phone number of the employer client represented by the recruiter. The Career Center reserves the right to verify this information. **This information will be kept confidential and will not be posted with the vacancy announcement.**
- Third-party recruiters agree to adhere to all NACE principles, specifically those stated in the "Principles for Third-Party Recruiters" which may be found at <http://www.naceweb.org/principles/annotated.htm>.
- All recruiters must comply with the non-discrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Equal Employment Opportunity (EEO) standards, and all state employment laws.
- All recruiters must comply with The Family Educational Rights and Privacy Act (FERPA) that prohibits those receiving information regarding a student from disclosing this information to any other party without the written permission of the student. (Details on FERPA can be found at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.)
- Recruiters are not permitted to disclose student information for purposes other than for employment for the position(s) specified on the Third-Party Recruiter Registration and Job Vacancy Listing unless authorized in writing by the student. Under no circumstances can this information be used to solicit or sell to students.
- Third-party recruiters that charge fees to candidates will not be permitted access to the employer services of the Career Center.

Violation of the above conditions will result in suspension of the recruiter's privilege to advertise positions to UNC Pembroke students and alumni and to participate in any services offered by the Career Center.