

POLICY STATEMENT

Third Party Employment Services (TPES) typically include agencies, organizations, or individuals who recruit candidates for employment other than for their own needs. The following Policy Statement, Employer Registration Form, and Agreement govern the manner in which the TPES agencies may use the Career Connections Center at the University of Florida.

DEFINITIONS

Third Party Employment Services are usually defined as:

- Employment agencies – organizations that list positions for a number of client organizations and receive payment when a candidate they have referred is hired. The fee for listing a position is paid either by the firm listing the opening (“fee paid”) or by the candidate who is hired.
- Temporary agencies acting as TPES – organizations that contract with a client organization to provide individuals qualified to perform specific tasks or complete specific projects for the organization. Assignments usually last between two weeks and a year. Individuals work at the client organization by are paid by the agency.
- Search firms – organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees paid for this service are paid by the clients.

GUIDELINES

Because the Career Connections Center can neither research nor endorse TPES agencies, the following guidelines have been established for the protection of both the students (and alumni) and the Career Connections Center:

- **Direct referrals of candidates may be made by the Career Connections Center to TPES agencies who are seeking to fill their own agency staff positions. However, referrals of students to fill TPES client positions will be made in accordance with the provisions of Paragraph I of the attached Agreement.**
- TPES may use select recruitment services throughout the academic year including the following:
 - Job Postings in the Gator CareerLink system
 - Campus or Virtual Interviewing (based upon space availability)
 - Information Sessions
 - Educational Programs for Students
 - Consultation services from Center staff

- **Third party agencies are required to complete the Third Party Employer Registration and Agreement forms before recruiting at the University of Florida:**
 - The Employer Registration form requires the name of the employing organization, a contact person within that organization, as well as complete contact information for the third party agency. This form must be on file and verified before any listings will be accepted by the Career Connections Center.
 - The Agreement form details the working relationship between the agency and the Career Connections Center. It also includes assurances that jobs advertised will be filled according to strict Affirmative Action/Equal Employment Opportunity guidelines.
 - All job posting or other recruitment activities must clearly indicate that the candidates will be working through a third party. The Career Connections Center will neither endorse nor recommend any TPES.
 - Before a third party agency may participate in recruitment services through the Career Connections Center, the agency must identify the employer client so that we may be assured that the position exists and does not duplicate a position already advertised through the Center. If the agency does not release this information, then the agency may not participate in recruitment services including posting jobs. Under no circumstances can a third party agency recruit for positions for which an employing organization is actively seeking candidates or has already advertised such positions. Client information will only be provided to students or any other parties pursuant to applicable state and federal statutes. Otherwise, client information remains confidential and only available to Career Connections Center staff.
- Under no circumstances may fees be charged to candidate(s) at any time throughout the employment process for any positions in which the candidate(s) use(s) third-party services.
- TPES may recruit only for clients they represent. Candidates' names and/or resumes obtained for a job opening may not be used for subsequent job openings nor for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- Any reported breach of any part of this policy will result in the cessation of all employer services including, job postings through Gator CareerLink.

EMPLOYER REGISTRATION FORM

The following registration information is being submitted with the understanding that:

- NO fees will be charged to the candidate(s) at any time throughout the employment process for this or any other position for which the candidate(s) use(s) your services.
- The client organization is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, gender, marital status, national origin, age, disability, sexual orientation/preference, or status as a veteran, in accordance with state and federal laws.
- Information about the candidate(s) will be distributed only to the client organizations.

Please note: Client information will only be provided to students or any other parties pursuant to applicable state and federal statutes. Otherwise, client information remains confidential and only available to Career Connections Center staff.

TPES Organization _____
Address _____
City _____ State _____ Zip _____

TPES Representative Name _____
Signature _____

Client Organization _____
Client Contact _____ Phone ()

Mark here if you are using Gator CareerLink for direct hiring purposes for your own agency positions.

HOW TO ADVERTISE POSITION VACANCIES

To advertise a position with the Career Connections Center, please use Gator CareerLink to complete an employer profile with complete contact information and submit a job posting. The job posting should provide detailed information about the position, including salary range, desired qualifications, and application procedures. This includes the name of the organization for which you are posting. The Career Connections Center staff will review and verify the posting information before it is made visible to University of Florida candidates.

To participate in campus interviewing, request a schedule via Gator CareerLink.

You may mail, fax, or email a pdf copy of the subsequent Employer Registration Form and Agreement to:

University of Florida - Career Connections Center
P. O. Box 118507 ~ CR-100 J. W. Reitz Union
Gainesville, FL 32611-8507

Phone: (352) 392-1601 ~ Fax: (352) 392-3810 ~ Email: CCCHireGators@ufsa.ufl.edu

University of Florida
Career Connections Center
Third Party Employment Services

AGREEMENT

_____ is a Third Party Employment Service (TPES) which desires to participate in the career services recruitment program through the Career Connections Center of the University of Florida.

- I. The TPES authorizes the Career Connections Center to release authorized resumes/credentials files of those students and/or alumni who meet qualifications for position vacancies advertised by the TPES on behalf of their client(s).
- II. **The TPES understands and expressly agrees that it shall provide resume or application materials only to legitimate employers that are its clients.** In doing so, the TPES agrees to notify its clients, in writing and at the time materials are received, that materials may not be provided to any other party without the written consent of the applicants. If the TPES wishes to provide these materials to other employers for positions not submitted to the Career Connections Center, the TPES must first receive the written permission of the applicants.
- III. The TPES understands that the University of Florida is obligated, under the Family Educational Rights & Privacy Act of 1974 to make good faith efforts to ensure that re-disclosure of student information occurs only with the written consent of the students. **If the Career Connections Center finds that the TPES is re-disclosing information in a prohibited manner, the Career Connections Center will not permit the TPES to advertise or recruit through the Career Connections Center and it will demand the return of all student information previously distributed.**
- IV. The TPES understands that the students and alumni of the University of Florida are not agents or employees of the University of Florida. The employer/TPES shall not hold the University of Florida responsible for the actions and/or inactions of the applicants.
- V. The TPES states that it is an Equal Opportunity Employer and that the employers it serves are also Equal Opportunity Employers.

Signature _____

Printed Name _____

Title _____

Date _____