

SUNY New Paltz Career Resource Center



CAREER
RESOURCE CENTER

Third-Party Recruiting Policy

As per standards established by the National Association of Colleges and Employers (NACE)

In providing services for third-party recruiters, SUNY New Paltz Career Resource Center policy requires that:

1. Third-party recruiters operate in congruence with the university policy of Equal Opportunity/Affirmative Action and do not discriminate on the basis of age, race, color, religion, sex, disability, gender, or national origin. An employer or agency using the services of Career Services understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of career services.
2. All positions listed by third-party recruiters with the Career Resource Center are fee paid by the employer (i.e., students will not be charged for the service provided by a third party recruiter).
3. Third-party recruiters will provide information about their operations and services to the Career Resource Center for candidate review. That information may accompany this form, or be forwarded under separate cover.
4. It will be the responsibility of the candidate to contact the third-party recruiter. Candidate names and/or information concerning candidates will not be released to third-party recruiters unless candidates provide a written release, signed and dated by the candidate, for that specific agency. Federal law requires that confidential letters not be shared with candidates.
5. Third-party recruiters will disclose information upon request to the Career Resource Center that would enable the Career Resource Center to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. The Career Resource Center must respect the confidentiality of this information and may not publish it in any manner.
6. Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and resume referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.
7. Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to career services the names of the represented employers.
8. Third-party recruiters attending career fairs will not use the event to promote their services to other attending employers.
9. Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Practice (www.naceweb.org/principles/#thirdparty).

10. If a third party-recruiter wishes to interview candidates on campus, or attend career fairs, that recruiter will agree to abide by the above policies and to identify the represented employer(s) to both Career Services and potential university interviewees. Third-party recruiters who elect to interview on campus should understand that the candidate information provided by Career Services is to be used exclusively for the employer(s) so identified.

I have read and agree to abide by the above university policies.

Signature: _____ Date: _____

Title: _____

Organization: _____

Address : _____

City: _____ State: _____

Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Location: Humanities Classroom Building, Room 105

Phone: 845-257-3265; Email: careers@newpaltz.edu

Appointment hours: Monday-Friday, 8:30am-5:00pm

Drop-in Hours: Tuesday-Thursday, 1:30-4:30pm and Friday, 10:00am-12:00pm