**UW-Parkside Advising & Career Center Third-Party Recruiting Policy**

The University of Wisconsin-Parkside Advising and Career Center feels it is important and advantageous to the students and alumni we serve to work on their behalf with third-party recruiters.

In providing services for third-party recruiters, our policy abides by the guidelines set forth by the *National Association of Colleges and Employers* (NACE) and states the following:

[View the NACE Principles for Ethical Professional Practice here](https://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/)

* 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, handicap, or national origin. An employer or agency using the services of the Advising and Career Center understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of career services.
* Third-party recruiters will abide by these Principles for Third-Party Recruiters as described in the *NACE Principles for Professional Practice for Third Party Recruiters.*
* All positions listed by third-party recruiters with the Advising and Career Center will not incur any fees or charges for the student/candidate at any time.
* Third-party recruiters will provide information about their clients and services to the Advising and Career Center for candidate review including the specific client(s) they represent and the types of positions for which students are being recruited. That information may accompany this form, or be forwarded under separate cover as long as this form has been read and signed by the recruiter.
* It will be the responsibility of the student/candidate to contact the third-party recruiter. Student names and/or information concerning students will not be released to third-party recruiters unless the student provides a written release, signed and dated by the candidate, for that specific agency.

Third Party Recruiter Services:

The Advising and Career Center will promote the jobs and pertinent information by making it available for students in the Advising and Career Center, on the platform Handshake, and referral to faculty and/or staff and/or direct referral to student/candidate when appropriate. The third-party recruiters will be listed as the contact. However, if a third-party recruiter wishes to interview candidates on campus, table on campus, or attend a career fair on campus, that recruiter will agree to abide by the above policies and to identify their represented client(s) to both the Advising and Career Center and students/candidates. Third-party recruiters who elect to interview on campus should understand that the candidate information provided by the Advising and Career Center is to be used exclusively for the employer(s) they represent as so identified.

***I have read and agree to abide by the above University of Wisconsin-Parkside and NACE policies.***

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