THIRD PARTY RECRUITER STATEMENT OF UNDERSTANDING

Please email the completed form to ucc-recruiting@umd.edu

The University Career Center & The President’s Promise (the Center) recognizes that a variety of third party recruiters provide temporary help and staffing services to businesses, professional service organizations, governmental agencies, and individuals. Many of these recruiters have expanded their services to meet the specialized staffing needs and growth of the business sector.

The Center acts in accordance with the ethical standards for professional conduct as set forth by the National Association of Colleges and Employers (NACE). As part of the Principles for Employment Professionals, NACE has outlined a set of Principles for Third Party Recruiters on its website. We will work and provide services to selected third party recruiters who meet with University of Maryland approval and agree to comply with the following policies and procedures.

1. Recruiters seeking use of the Center’s on-line job posting database, Careers4Terps, will:
   - Provide complete job descriptions, clearly indicating that you are a third-party recruiter,
   - Affirm that any fees assessed by your organization will be paid by the employer you represent and not the UMD candidate,
   - Provide name of the firm for whom you are recruiting on behalf of, if requested by the University Career Center. Names will be held in confidence and will not be released to job candidates, and
   - Agree that neither you nor your client will provide UMD students’ resumes to any other party without the applicant’s written consent. Failure to comply with this is a violation of The Family Education Rights & Privacy Act of 1974.

2. Third party recruiters will not have access to search resume books.

3. Recruiters are permitted to participate in career fairs and/or the on-campus interviewing program, and must agree to the following:
   - Disclosure of the client organizations to the Center in advance, and
   - Agree that neither you nor your client will provide UMD students’ resumes to any other party without the applicant’s written consent. Failure to comply with this is a violation of The Family Education Rights & Privacy Act of 1974.

4. Recruiters using UMD programs and services must maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in a manner that includes recruiting, interviewing, and hiring individuals without regard to race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, physical or mental disability, or political affiliation, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

The Center services will be made available to organizations that understand and agree to the conditions outline in the Third-Party Recruiter Statement of Understanding and in the Center’s Employer Recruiting Guidelines. Your completion of this form confirms a willingness to comply with these specific policies.

Company Name: _______________________________  Contact Person (please print): _______________________________

Mailing Address:________________________________________________________________________________________

Phone: _______________________________  Fax: _______________________________

Email: _______________________________  Website: _______________________________

Signature: _______________________________  Date: _______________________________