

Third-Party Recruiter

Statement of Understanding

Third Party/ Temporary Employment Agencies (TPES) or Search Firms are organizations or individuals that recruit candidates for temporary, part time or full time employment opportunities for other organizations rather than their own organizations' internal hiring needs.

Third-Party Recruitment Policy:

The California State University San Bernardino Career Center utilizes the National Associations for Colleges and Employers (NACE) principles for third-party recruiters. Recruiters seeking access to Handshake will:

- Provide complete job descriptions, clearly indicating that you are a third-party recruiter. You may only recruit for candidates you represent. Candidate information, including resumes obtain for a specific job opening may not be used for any subsequent job openings or for soliciting employer clients, except where specifically agreed to in writing by the candidates involved. Failure to comply with this is a violation of The Family Education Rights & Privacy Act of 1974
- Provide the name of the organization you are recruiting for in your job description. If this information is not included your job postings will be deleted from the system.
- Third-Party recruiters are expected to maintain EOO compliance 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 or national origin.
- Students and alumni will not be charged a fee for third-party recruitment services including training
- Third-Party recruiters will not have access to Resume Books.
- Third-Party recruiters are eligible to participate in on campus recruitment events only if they are recruiting for their own respective organization or if they disclose the name of the organization they are recruiting for during the time of the recruitment activity on campus.

This policy will remain in effect for all positions through the third-party recruiter. The CSUSB Career Center reserves the right to terminate an employer account or not post positions on behalf of the third-party recruiter.