



THIRD PARTY EMPLOYER USER POLICY

Definitions

According to the National Association of Colleges and Employers (NACE), third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, intern or full-time employment opportunities other than for their own agency needs. This definition includes, but is not limited to, employment agencies, search firms, contract recruiters, and resume referral/job posting firms and services.

Guidelines and Policies

The University of Washington has established the following policies for Third Party Recruiters:

- Third-party recruiters may post positions through the HuskyJobs portal, with the understanding that the name of the client must be disclosed if requested by the Career & Internship Center.
- Third-party recruiters may participate at Career & Internship Center career fairs; those participating should represent employers who have authorized them to recruit for specific positions. The name of the employer being represented should be made available to any candidates or Career & Internship Center employee who inquires.
- Third-party recruiters sourcing candidates for internal positions at their own organizations may make use of the Career & Internship Center's On-Campus Interview program.
- At no time may third-party recruiters (regardless of whether hiring initiatives are internal or on behalf of clients) access candidate Resume Books.
- Under no circumstances may fees be charged to candidates.

Conditions

- Third Party Recruiters must adhere to all NACE principles, specifically those stated in the [Principles for Third Party Recruiters](#).
- The Career & Internship Center reserves the right to verify any client information provided by a Third-Party Recruiter.
- The Career & Internship Center reserves the right to enact further allowances or restrictions at their discretion.

I have read and agree to the terms required for Third Party users:

Name: _____

Signature: _____

Email: _____

Organization Name: _____

Please sign and return via fax to 206-616-4863, or scan and email to huskyjobs@uw.edu