

306 Ceres Hall - NDSU Dept. 2802 - P.O. Box 6050 - Fargo, ND 58108-6050

Criteria for Third Party Postings

1. Requirements for individual job postings:
 - **Full-time, professional** positions must require a minimum of a bachelor's degree. Jobs posted must be for one specific opening, not several openings combined into one posting.
 - **Internship** positions must be paid, supervised, and required to be taken for academic credit registered through the Career Center Internship Program. Duties must be defined and work must be a responsible professional level.
 - All **positions** must be approved in advance of posting.
 - **Alumni postings require a \$50.00 credit card payment.**
 - Company must supply application information within job posting.
 - Job postings are online a maximum of **30 days**.
 - A maximum of **five (5) positions** may be posted at any one time.
2. Company must register electronically with the Career Center.
3. A new Job Posting Request form must be completed for each client organization and/or posting request.

Steps to Posting Your Position

1. Complete and return **Job Posting Request** form below, scan and email to Pat Breen, pat.breen@ndsu.edu . If you have questions call 701-231-8464.
2. Once your request is verified and approved by our office, your company must input company profile and qualifying positions into the NDSU [CAREERlink](#) system.
3. Submitted job listings will be reviewed for final approval, and you will be contacted via phone or email within 2-3 business days.

JOB POSTING REQUEST

The NDSU Career Center follows the National Association of Colleges and Employers Principles of Professional Practice (<http://www.naceweb.org/principles/#thirdparty>) when working with Third Party Recruiters.

- Third Party Recruiters shall disclose the following information to students, alumni, and/or career services practitioners: The client or clients that the third party recruiter is representing and to whom the students or alumni resumes will be disclosed. **The Career Center will verify information by contacting the named client or clients.**
- Third Party Recruiters will not disclose to any employer, including the client employer, any student/alumnus information without obtaining prior written consent from the student/alumnus. Under no circumstances will student/alumnus information be disclosed for other than recruiting purposes nor will it be sold or provided to other entities.
- Third Party Recruiters shall abide by all equal opportunity and affirmative action provisions, the Americans with Disabilities Act, confidentiality provisions of the Family Educational Rights and Privacy Act and other appropriate federal and state legislation governing fair employment practices.

Please note that we do not provide services to third party recruiters who charge candidates for services.

I have read this document and agree to abide by the procedures outlined.

Name of person completing this form _____ Title _____

Name of Company _____ Address _____

Telephone () _____ Fax () _____

E-Mail _____ Signature _____

PLEASE COMPLETE THE FOLLOWING FOR CAREER CENTER VERIFICATION
(Names and contact information will not be publicized)

Name of Client Organization _____

Name of Client Contact Person _____

Client's Address _____

Client's Telephone _____

Position/Internship Title(s) to be posted _____

Has the client organization signed a contract authorizing your firm to initiate and conduct a candidate search on its behalf for the position(s) stated? Yes _____ No _____