



FAU CAREER CENTER
Division of Student Affairs
& Enrollment Management
777 Glades Road
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Boca Raton, FL 33431
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FAU Career Center Statement of Understanding & Compliance Third-Party Employers

According to the National Association of Colleges and Employers (NACE), third-party employers are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

For a complete definition refer to our [Third-Party Employer Policy](#)

- Employment Agencies
- Search Firms
- Contract Recruiter
- Online Job Posting or Resume Referral Services
- Temporary Agencies or Staffing Services

Policies for Third-Party Employers:

The following guidelines for Third-Party Employers have been established for the protection of the students, alumni, and the Career Center.

Third-Party Employers who are interested in recruiting at Florida Atlantic University and listing employment opportunities with the Career Center must adhere to the following:

1. Third-party employers must not require a financial investment or payment by the student or alumni for employment or placement. Under no circumstances should fees be charged to students or alumni. FAU will not post any opportunities that require students or alumni to pay fees.
2. Third-party Employers will disclose client(s) listing to the Career Center as well as clearly make it identifiable on the job description in Handshake.

3. Third-party employers must clearly identify their organization as a third-party employer. All employment opportunities in Handshake must clearly indicate that the students and alumni will be working through a third-party employer.
4. Third-party employers may recruit only for clients they represent with they have an existing relationship and contract for representation.
5. Third-party employers will not have access to search student or alumni resumes in Handshake or access any identifiable student or alumni information.
6. Third-party employers must agree that under no circumstances will student or alumni information be disclosed other than for the original recruitment purpose, nor will it be sold or provided to other entities. Student and alumni names and/or resumes obtained for a job opening may not be provided to any other party or added to firm's recruitment database without the written consent of the applicants. Failure to comply with this is a violation of [The Family Education Rights and Privacy Act of 1974](#)(FERPA).
7. Third-party employers understand FAU students and alumni are not agents or employees of FAU. The third-party employer shall not hold FAU responsible for the actions or inactions of the students and alumni.
8. Third-party employers and the clients they represent must adhere to the [Fair Labor Standards Act](#) and should be familiar with the with the U.S. Department of Labor and Hour Division's [Fact Sheet #71 Internship Programs Under the Fair Labor Standards Act](#).
9. Florida Atlantic University is an **Equal Opportunity Employer**. Third-Party Employers, as well as the clients they represent, agree not to discriminate on the basis of race, gender, age, religion, national origin, sexual preference, physical or mental disabilities or any protected basis. The employer hereby agrees to adhere to all aspects of this anti-discriminatory policy. In addition, employer agrees to abide by the [Equal Employment Opportunity Commission](#) (EEOC) Laws and Regulations.

Note: This statement of understanding and compliance is contact specific and therefore, requires each contact within the organization interested in recruiting at FAU to fill out a separate form.

I have read and agree to comply with these terms required for Third-Party Employers, FAU Recruitment Policies, and NACE's Principles for Professional Best Practices:

Company Name

Address

Printed Name

City/State/Zip Code

Title

Telephone

Email

Signature

Date

If you agree to comply with these terms and conditions, complete the form and fax it to **561-297-2740** or e-mail it to recruit@fau.edu and address it to the attention of Employer Engagement.

FAU's Career Center reserves the right to deny access and terminate an employer account at any time.

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