

Florida Atlantic University 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 such as:

- 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:

- Third-party employers may only post employment opportunities in Handshake for positions within their own organization. Posting opportunities on behalf of external clients is not permitted through Florida Atlantic University Career Center services.
- 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 directly for the third-party employer.
- 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. Florida Atlantic University will not post any opportunities that require students or alumni to pay fees.
- Third-party employers will not have access to search student or alumni resumes in Handshake or access any identifiable student or alumni information
- 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).
- Third-party employers understand Florida Atlantic University students and alumni are not agents or employees of Florida Atlantic University. The third-party employer shall not hold

Florida Atlantic University responsible for the actions or inactions of the students and alumni.

- Third-party employers must adhere to the Fair Labor Standards Act and should be familiar with the U.S. Department of Labor Wage and Hour Division's Fact Sheet #71 Internship Programs Under the Fair Labor Standards Act.
- To understand and agree not to discriminate on the basis of any protected class as required by law and University regulations and policies. The employer agrees to abide by the **Equal Employment Opportunity Commission (EEOC) Laws and Regulations.**

On behalf of my organization, I have read and agree to comply with these terms required for Third-Party Employers, Florida Atlantic University Recruitment Policies, and NACE's Principles for Professional Best Practices:

Company Name _____

Address _____

City/State/Zip Code _____

Company Telephone Number _____

Printed Name _____

Title _____

Email Address _____

Signature _____

Date _____

If you agree to comply with these terms and conditions, complete the form and email it to recruit@fau.edu,

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