



Third Party, Temporary Employment Agency, and Search Firm Policies

According to the National Association of Colleges and Employers (NACE), Third Party Employers (TPES) are defined as agencies, employers, or individuals recruiting candidates for temporary, part-time, or full-time employment, internship, and co-op opportunities for other organizations as well as their own organization's internal hiring needs. Third Party Employers include, but are not limited to: employment agencies, temporary agencies, and search firms.

Policy Guidelines for Third Party, Temporary Employment Agency, and Search Firm

Third Party Employers wishing to post a job or internship on Handshake and/or participate in career fairs, internship fairs or other events must adhere to the following:

1. All postings must clearly list the name of the client you are representing in the job description. Positions without the client name will not be approved on Handshake. Postings should follow the format below:
 - a. This position is with [HIRING EMPLOYER NAME] at their office located in [LOCATION (city/state)].
 - b. [3RD PARTY AGENCY NAME], is a 3rd party recruiting firm that works closely with [HIRING EMPLOYER NAME], with full authority to seek out applicants for their company.
 - c. Prospective applicants would speak with, interview, and then have their resumes sent to the appropriate managers at [HIRING EMPLOYER NAME]. The applicant would not apply to the position directly.
 - d. [3RD PARTY STAFF NAME] will set up interview and guide the applicant through the process. No fees will be exchanged for this service and the applicant is in full control of the recruiting process.
2. State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. UCF will not post any opportunities which require students to pay fees.
3. No direct referrals of candidates will be made to Third Party Employers by UCF Career Services and Experiential Learning (CSEL).
4. Third Party Employers may recruit only for clients they represent. Candidates' names and/or resumes obtained for job/internship openings may not be used for subsequent job/internship openings nor for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
5. Third Party Employers and their clients must agree that they may not forward UCF student resumes to any other party without the student/applicant's written consent. Failure to comply with this is a violation of the [Family Education Rights and Privacy Act of 1974 \(FERPA\)](#).
6. All postings listed on Handshake must be filled according to strict Affirmative Action/[Equal Employment Opportunity Commission \(EEOC\) standards](#).
7. For career fair and internship fair participation: state in the organization description that you are a third party or temporary employment agency and indicate the client(s) for whom you are recruiting at the event.
8. Third Party Employers must provide verification that the agency has an employer whom it is working with and a job/internship to fill, when requested to do so by UCF CSEL.

9. Third Party Employers must have a signed Third Party Statement of Understanding on file with Career Services and Experiential Learning before posting employment and/or internship opportunities or using CSEL facilities.

Upon receipt of your Statement of Understanding, CSEL staff will review your Handshake account.

CSEL adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time. UCF reserves the right to decline an employer account for violation of CSEL policies.