

# Texas Wesleyan University Career Services Recruiting Policies

## **Purpose**

To ensure the quality of our services and to better assist Texas Wesleyan University students, alumni and other users of our services, the TWU office of Career Services has established these policies and guidelines for all TWU activities sponsored by the office.

## **Definition**

Recruiting activities include, but are not limited to: career fairs; on-campus interviews; information sessions; campus tabling; and advertising opportunities on university bulletin boards or via on-line services.

Career Services offers assistance to employers in accordance with the Principles of Professional Conduct for Career Services and Employment Professionals outlined by the National Association of Colleges and Employers. These principles have guided our policy for university recruiting activities.

## **Services for Employers**

Career Services offers employers the use of its services and facilities so that they may access students and alumni from the University. Career Services, in return, expects that employers act in accordance with the Principles of Professional Conduct for Career Services and Employment Professionals outlined by NACE.

To be qualified as an employer to use Career Services:

Employers must adhere to federal and Texas State EEO guidelines.

The opportunity must not involve on-campus solicitation, posting of materials, or sale of products or services.

Employers and individuals offering employment / entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase a franchise or products or services upfront, or where compensation is based exclusively on commission or fees / percentage of sales from others under their sponsorship in the organization, are not permitted to access Career Services.

Exception: This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.

## **Third-Party Recruiters**

Definition of third-party recruiter:

- a) Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-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.

b) Third-party recruiting organizations charge for services using one of the following fee structures:

B-1. Applicant paid fee- The applicant pays the third-party recruiter a fee based upon the applicant's starting salary once the applicant is placed with an employer.

B-2. Employer paid fee-

a) Retainer-The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.

b) Contingency fee-The employer pays the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.

c) The above definition includes, but is not limited to, the following entities regardless of the fee structure used by the entity to charge for services:

C-1) Employment Agencies/Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.

C-2) Search Firms-Organizations that contract with clients (employers) to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients (employers).

C-3) Contract recruiter-Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.

C-4) Resume Referral Firms-Organizations that collect data on job seekers which is sent to prospective employers. Fees exist for the employer, job seeker, or both.

d) Temporary Agencies-Temporary agencies are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.

## **Services for Third-Party Recruiters**

- Agencies may post positions on our Online Career Office provided they include on the listing the name of the employer with the opening. Contact information for an individual at the employing company must be provided to career services staff for verification purposes. That information can either be made available to the jobseeker or not, at the discretion of the Third-Party Agency.
- Agencies may attend events sponsored by Career Services provided they clearly represent the name of the company(ies) they are representing. As with job listings, the Third-Party representative must provide Career Services with the contact information for the organizations contracting their agency to act on their behalf at the event.
- Agencies can request a link to their website displayed on our site.

**In no case will Career Services direct candidates or their resumes to a Third-Party Agency.**

**In no case will Career Services refer, electronically or otherwise students to agencies that charge fees to the job seeker.**

In accordance with the Family Educational Rights and Privacy Act, Career Services releases candidate information only with the written permission of the employment candidate and only to the identified employers. Re-disclosure of candidate information is not permitted.

Employers or agencies who violate any of the above policies or who have been judged by a court of law in the United States to be engaged in illegal activities are prohibited from using the office's services.