

**POLICY/PROCEDURE MEMORANDUM**

**TO:**

**FROM:**

**SUBJECT:** Career Center Third-Party Recruiter Eligibility for Services

**LAST REVISION:** July 15, 2016

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**Definition of Third-Party Recruiter (taken from the NACE Principles for Professional Practice)**

- a) Third-party recruiters are 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;
  
- b) Third-party recruiting organizations charge for services using one of the following fee structures:
  - 1. Applicant paid fee -The applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant's starting salary once the applicant is placed with an employer.
  
  - 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 to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.
  
    - c) Fee for service - The employer pays a fee for specific services, e.g. job postings, access to resumes, booth space at a job fair, etc.
  
- 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:
  - 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.
  
  - 2. Search Firms—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.

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3. Contract Recruiter—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
  4. Online Job Posting or Resume Referral Services—For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.
- d) Temporary Agencies or Staffing Services—Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional practice 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.
- e) Outsourcing Contractors or Leasing Agencies—Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional practice principles set forth for employer professionals. These are organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises.
- f) In most cases temporary agencies, staffing services, outsourcing contractors, or leasing firms will be treated as employers. However, should these firms actually recruit individuals to be employees of another organization, then the third-party professional practice principles shall apply.

**Third-Party Recruiter Policy**

Upon creating a Handshake account, employer contacts will be prompted to review, and agree to adhere to, the NACE Principles for Professional Practice, (which includes the complete NACE Principles for Third-Party Recruiters).

Third party recruiters\* are expected to disclose to applicants the name(s) of client(s) that the third party recruiter is representing and to whom the applicant's credentials will be disclosed. Third party recruiters are prohibited from reviewing resumes for or interviewing candidates for one client and then referring candidates to additional clients without first providing both the Career Center and the candidate(s) the name of the additional client(s).

*\* Online job posting or resume referral services are prohibited from using Career Center services for their clients, but may do so if hiring internally.*

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**Employer Directory**

Third party recruiters\* are eligible to create Handshake accounts provided they:

- meet all other employer eligibility requirements. *See Employer Eligibility to use Career Center Services Policy.*

**Position Postings**

Third party recruiters\* are eligible to post positions at USC provided they:

- meet the requirements for inclusion in the employer directory
- release the name of their client organization(s) to Handshake
- create postings for *specific* positions, not generic recruitment

**Resume Referrals**

Third party recruiters\* are prohibited from accessing the Handshake resume database. Once an account is approved, the Career Center is willing to conduct resume searches for specific postings, but cannot guarantee an immediate turn around. If search requests become unmanageable, this privilege may be revoked.

**Job Fairs**

Third party recruiters\* are eligible to register for job fairs provided they:

- meet the requirements for inclusion in the employer directory
- post an active position or positions for which they intend to recruit for at the fair. Positions must meet one of the following two criteria:
  - the third party organization must be recruiting for a single specific client and must register under the name of that client;
  - the third party organization must be hiring for internal operations, not for consulting or contract work for outside clients.

**On-Campus Interviews**

Third party recruiters\* are eligible to schedule on-campus interviews provided they:

- meet the requirements for inclusion in the employer directory.
- post an active position or positions for which they intend to interview.
- are hiring for internal operations, not for consulting or contract work for outside clients.
- schedule their candidates using a room only interview schedule.

Please call the Career Center's Recruiting Coordinator for assistance.