

## Agreement for Third-Party Recruiters

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Third-party recruiters, as defined by the [National Association of Colleges and Employers](#), are permitted to post positions in Buckeye Careers Network under the conditions outlined on this form. As a first step to gaining access to Buckeye Careers Network, individual third-party recruiting contacts should complete the fields below. **Please note that posting jobs is the only service available. Third-party recruiters will not be granted access to resume books, whether hiring for internal or external positions.**

### **Position Postings Accepted Only Under the Following Conditions:**

1. You will comply with the Third Party Recruiter Section of the [Principles for Professional Practice](#) published by the National Association for Colleges and Employers.
2. The posting specifies that your organization is seeking applicants on behalf of another employer. This includes listing the client's name in the position posting for student view.

**At this time, we accept blind postings on a very limited basis. If your client requires a blind posting, you must still disclose the client to career services staff. Career services reserves the right to refuse posting based on your client.**

3. No fees will be charged to the candidate at any time.
  4. Information about candidates who respond to your position listings will be distributed ONLY to the client mentioned in the announcement and only for the position listed in the announcement (unless the candidate explicitly requests further service from your organization).
  5. Violation of the above conditions will result in suspension of the organization's privilege of posting positions. Improperly redisclosing student information may be a FERPA violation.
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Name of Organization:

Mailing Address:

Recruiter Name:

Recruiter Title:

Direct Phone Number: (        )

Direct Email Address:

### **Check appropriate box to indicate organization type:**

- Employment Agency --- 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. Note: Job posting will not be approved if the candidate is charged a fee (see #3 above)
- Search Firm --- 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. Search firm representatives will identify the employer they represent.
- Contract Recruiter --- Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
- Online Job Posting or Resume Referral Service --- 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 is directly collected by the third-party service and then sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.

**By signing below, I agree to comply with all conditions listed above when posting positions with any career services office at The Ohio State University.**

Recruiter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*An actual signature is required on this document.*