

Third Party Employer Services User Policy

Third Party Employment Services (TPES) typically includes agencies, organizations, or individuals that recruit candidates for employment other than for their own needs. The following guidelines govern the manner in which TPES agencies may use the UW Career Center at the University to access candidates.

DEFINITIONS

Third Party Employment Services are usually defined as:

- **Employment Agencies**—Organizations that list positions for a number of client organizations and receive payment when a candidate they have referred 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.
- **Temporary agencies acting as TPES**—Organizations that contract with a client organization to provide individuals qualified to perform specific tasks or complete specific projects for the organization. Assignments usually last between two weeks and one year. Individuals work at the client organization but are paid by the agency.
- **Search Firms**—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees paid for this service are paid by the clients.

Because the UW Career Center can neither research nor endorse TPES agencies, the following guidelines have been established for the protection of the students, alumni, and the Center.

GUIDELINES FOR TPES AGENCIES USING THE JOB POSTING SERVICES

- No direct referrals of candidates will be made to TPES agencies by the UW Career Center.
- Under no circumstances may fees be charged to candidates.
- TPES agencies may not have access to Resume Books.
- All job listings must clearly indicate that candidates will be working through a third party.
- TPES may recruit only for clients they represent. Candidates’ names and/or resumes obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- TPES must provide verification that the agency has an employer for whom it is working and a job to fill when requested to do so by the UW Career Center.
- TPES may not post positions for employing organizations that participate in the Center’s On-Campus Recruitment Program.
- Third Party agencies must comply with the applicable nondiscrimination requirements of the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA.)

I have read and agree to the terms required for 3rd Party (TPES) users:

Signature

Company Name

Printed Name

Date

Phone

Email

Please sign and return via fax to:
(206) 616-4863