Procedure for Third Party Recruiters to Utilize Career Services:

The Career Services department of The University of Scranton operates by the principles and guidelines of the National Association of Colleges and Employers (NACE).

Complete the attached Third Party Contract regarding your organization. Sign, date, and fax this agreement to Career Services at (570) 941-6294. This only needs to be filled out once and will be kept on file confidentially.

An account can then be created on our College Central Network (CCN) under the name of the third-party recruiter. CCN is the recruitment tool that the University of Scranton Career Services utilizes for most recruitment activities.

Through this system, recruiters can:

1) Create their organizations’ profile for interested applicants to review
2) Post internships and career opportunities
3) Market on- and off-campus recruitment events, such as informational sessions
4) Schedule and manage on-campus interview schedules
5) Register for any or all of our Career Fairs

As a follow-up to your contact with The University of Scranton’s Career Services office, and as a condition of utilizing its services, you are asked to provide the following information and sign this working agreement; all requested information must be provided. To the extent allowed by law, confidentiality regarding disclosure of the identity of the employer client will be maintained by Career Services throughout the process.
THIRD-PARTY RECRUITER SERVICE INFORMATION

Name of Organization _____________________________________________________________

Contact Name ________________________________________________________________

Title _________________________________________________________________________

Address ______________________________________________________________________

City, State, Zip __________________________________________________________________

Phone Number(s) _______________________________________________________________

Email Address __________________________________________________________________

It is understood that the following conditions must be fulfilled in order for our organization to utilize the services of The University of Scranton Career Services Office:

1) No fees will be charged to the candidate at any time throughout the employment process for this or any other position which involves use of Career Services.
2) This position will be filled in full compliance with applicable state and federal civil rights laws.
3) The University of Scranton Career Services reserves the right to require a third-party organization to release the name of the organization for which they are recruiting for and all information submitted.
4) I agree to abide by the policies and procedures of The University of Scranton Career Services Office.

It is further understood that my lack of compliance with the listed conditions will result in the suspension and/or discontinuation of access to The University of Scranton Career Services Office to me and/or all other representatives of my organization.

____________________________________             _____________________________
Signature                                      Date

____________________________________  _____________ ________________
Printed Name  Title