

Temporary Agencies, Staffing Services & Third-Party Recruiting Protocol

A. Purpose/Policy Statement

In the past, it has been appropriate and advantageous to La Salle University students and alumni for the Career Services office to work on their behalf with Temporary Agencies (TA), Staffing Services (SS) and/or Third-Party Recruiters (TPR).

B. Definitions

The National Association for Colleges and Employers (NACE), the national professional association for college career services offices and employers, defines third party recruiters as follows: "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."

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.

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.

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.

Contract recruiters—organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.

Resume referral firms—commercial organizations that collect data on job seekers that is marketed to prospective employers. Fees may be paid by the employer, the job seeker, or both.

Commercial job listing/resume collection web sites—it is not compatible with the mission of La Salle's Career Center to promote businesses which collect candidate resumes for the purpose of marketing those to employers.

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.

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.

Temporary Agencies or Staffing Services—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.

Outsourcing Contractors or Leasing Agencies—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.

The following are examples of on campus recruiting:

Job Postings – A Temporary Agencies, Staffing Services or Third-Party recruiters may post positions to La Salle students and alumni through our online job posting service which is available to ALL La Salle students and alumni at ALL campus locations.

Campus Presentations - Introduce students to both an industry and specific Temporary Agencies, Staffing Services or Third-Party agency, acquaint them with your organization's culture, and possibly connect them with recent La Salle hires who are succeeding within your organization. Typically, employers conduct a 30 minute presentation, followed by 15-30 minutes for Q&A.

Company Table - Reserve tabling space at a targeted campus location during the day to attract students' attention on-campus and distribute information regarding Temporary Agencies, Staffing Services or Third-Party Recruiting organization.

Employer Resume Review Day - Help La Salle undergraduate and graduate students by critiquing their resumes.

Mock Interviews - Conduct a mock interview with students and offer feedback on their performance.

C. Procedure/Substance

In providing services for TAs, SSs, and TPRs, La Salle University Career Services policy requires that:

1. TAs, SSs, and TPRs operate in congruence with the applicable federal and state non-discrimination laws to include the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA.) An employer or agency using the services of Career Services understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of Career Services.
2. TPRs will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Practice located at: www.nacweb.org/principles/#thirdparty
3. TAs and SSs will abide by the Principles for Employment Professionals as described in the NACE Principles for Professional Practice located at: <http://www.nacweb.org/principles/#employment>
4. Under no circumstances may a fee be charged to La Salle University candidates for any services rendered.
5. TPRs will provide information about their operations and services to La Salle's Career Center for candidate review. That information may accompany this form, or be forwarded under separate cover.
6. It will be the responsibility of the candidate to contact TAs, SSs, or TPRs. Candidate names and/or information concerning candidates will not be released unless candidates provide a written release, signed and dated by the candidate, for that specific agency. Federal law requires that confidential letters not be shared with candidates.
7. Insure that alcoholic beverages will not be a part of the recruiting process.

8. Provide applicants with copies of documents, including signed applications/agreements.
9. Not prohibit, restrict or penalize applicants from accepting a job directly with a client company.
10. TAs, SSs, TPRs, may not post positions for employing organizations that participate in La Salle's Career Center On-Campus Recruitment Program.
11. When deemed necessary, upon request, TAs, SSs, and TPRs will disclose a La Salle University candidate's information to the career center. This information would only be requested as a means to enable the career center to help counsel students during their job search. La Salle's Career Center must respect the confidentiality of this information and may not publish it in any manner.
12. If TAs, SSs, TPRs are permitted to interview on campus should understand that the candidate information provided by La Salle's Career Center is to be used exclusively for the employer(s) so identified.
13. If a TA, SS, or TPR wishes to recruit candidates on campus, this includes posting a job as well as attending career fairs/an employer table, that recruiter will agree to abide by the above policies and to identify the represented employer(s) to both The Career Center and potential university interviewees.

D. Additional Notes

Temporary Agencies, Staffing Services & Third-Party agencies will A) sign the above agreement and B) post to their Handshake profile, within 10 business of requesting access on La Salle's job portal.

La Salle University is committed to the principles of equal employment opportunity and affirmative action. Accordingly, La Salle's Career Center refers students and alumni without regard of their race, color, sex, religion, age (40 and above), national origin sexual orientation, marital status or disability. By submitting job opportunities to La Salle's Career Center, employers attest that their organization also, subscribes to this policy and will consider all candidates equally based upon their job-related qualifications in accordance with law. Furthermore, La Salle's Career Center reserves the right to remove or prohibit the positing of any employment listing that violates these policies.

E. Responsible Office

La Salle's Career Center/Employer Relations

F. End Notes

Guideline or administrative resource effective date: 8.1.2018