



# Career Services

UNIVERSITY OF CENTRAL FLORIDA

## THIRD PARTY/TEMPORARY EMPLOYMENT AGENCY/SEARCH FIRMS STATEMENT OF UNDERSTANDING

*Third Party/ Temporary Employment Agencies (TPES) or Search Firms* are organizations or individuals that recruit candidates for temporary, part time or full time employment opportunities for other organizations. They also recruit for their own organization’s internal hiring needs.

### Policy Guidelines for Third Party and Temporary Employment Agencies:

- Agencies wishing to list a position with the University of Central Florida on KnightLink and/or participate in campus career fair events must adhere to the following: No direct referrals of candidates will be made to TPES agencies by UCF Career Services
- Under no circumstances may fees be charged to students.
  - **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.
- For Career Fair Participation, state in the company description that you are a third party or temporary employment agency and indicate the client(s) for whom you are recruiting for at the event.
- For Job Postings, provide the name of the client you are representing in the Job Description.
- State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. UCF will not post any opportunities that require students to pay fees.
- Agree that you or your client may not forward UCF students’ resumes to any other party without the student/applicant’s written consent. Failure to comply with this is a violation of The Family Education Rights and Privacy Act of 1974.
- All Third Party Employers must have a signed Third Party Statement of Understanding on file at the center, before listing employment opportunities or using center facilities. 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 nor for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- All vacancies listed with Career Services must be filled according to strict Affirmative Action/Equal Employment Opportunity guidelines.
- 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 UCF Career Services.
- **If you agree to comply with this Statement of Understanding, print this page, complete the information below and e-mail to [csrecruit@ucf.edu](mailto:csrecruit@ucf.edu)**

Agency Name

Address

City

State

Zip Code

Signature

Date

Telephone

e-mail

***UCF reserves the right to terminate an employer account for violation of Career Services policies.***