Texas A&M University – Corpus Christi Third Party Statement of Understanding

Texas A&M University – Corpus Christi (TAMUCC) Career Services (CS) will provide services to third-party recruiters who adhere to National Association of Colleges and Employers’ (NACE) Principles for Third Party Recruiters and who agree to comply with the following CS policies stated herein:

DEFINITIONS

Candidate – A person (specifically, a TAMUCC student/alum) who is being considered for a job.
Candidate Information – Individual’s first name, last name, contact information (address, phone number, email address), resume.
Career Event – Career Fair, Information Table, Information Session, On-Campus Interviews, CS Workshop, CS Networking Events.
Employer Client – Client/Customer of Third-Party Agency/Recruiter.
Handshake – TAMUCC Job Database. A recruitment tool where employers can post open full-time, part-time and internships, to identify qualified candidates and manage on campus recruitment activities.
Job Description – Realistic job preview of daily duties/tasks/responsibilities, qualifications including knowledge, skills, abilities (KSA’s), and application instructions.
Third-Party Agency/Recruiter – Organization/individual that recruits Candidates for Employer Clients’ temporary, part-time, or full-time employment opportunities.

POLICIES

1. Recruiters using Hire an Islander (Handshake) shall:
   • Provide complete job descriptions, clearly indicating third-party recruiting status, and the nature of the job contract (ie. temporary, temp to hire, direct placement). Provide the name of the Employer Client for whom you are recruiting in the Job Description. (If this information is confidential, it must still be disclosed to TAMUCC CS who will not release to Candidates.)
   • State in the job description that any fees assessed by Recruiter will be paid by the Employer Client and not the Candidate.
   • Only recruit for Employer Clients they represent.
   • Not use Candidate Information obtained for a specific job opening, for any subsequent job openings or for soliciting Employer Clients, except where specifically agreed to in writing by the Candidate.
   • Not provide Candidate Information to any party other than the original Employer Client without the Candidate’s informed written consent.

2. Recruiters participating in Career Events:
   • Disclose the names of Employer Clients to TAMUCC CS in advance (upon registration) of the Career Event.
   • Agree that TAMUCC CS has sole discretion as to whether an Employer Client may be represented at a Career Event.
   • Not provide Candidate Information to any party other than the identified Employer Client without the Candidate’s informed written consent.

3. Recruiters recruiting on TAMUCC campus shall:
   • Abide by all applicable TAMUCC policies and procedures, which can be found at career-services.tamucc.edu/employers.
   • Maintain EEO compliance and following affirmative action principles during all recruitment activities. This means recruiting, interviewing, and hiring individuals without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity/expression, genetic information, age, marital status, parental status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

4. Competing third parties
   • In case of competing third parties recruiting for the same client/position, the TAMUCC CS will notify all agencies and the initiating firm will receive recruitment priority from CS. All other agencies will be informed that the position in question has already been posted and we are not able to post for that position again.

ACKNOWLEDGEMENT

Recruiter access to Handshake and Career Events will be made available to Recruiters that understand and agree to the conditions outlined in this Third-Party Recruiter Statement of Understanding and in TAMUCC Career Services Employer Recruiting Policies (career-services.tamucc.edu/employers). Your completion of this form confirms your agreement to comply with these specific policies.

Please email the completed form to career.services@tamucc.edu.

Company Name: ___________________________________________ Phone: ____________________________

Mailing Address: ___________________________________________ Website: ____________________________

Contact Person: ____________________________ Email: ____________________________

Signature: ___________________________________________ Date: ____________________________