

Third Party Recruiter Agreement

Northern Virginia Community College Workforce Development Career Services (NOVA-WDCS) recognizes in certain cases that third party recruiters may provide a service to NOVA students and alumni as representatives of potential employers. NOVA may choose to work with third party recruiters and allow access to students or alumni on a case-by-case basis subject to the terms of this Agreement. In exchange for NOVA allowing recruiters to access NOVA's students, alumni, and job posting sites, Recruiters must agree to comply with the following policies and procedures.

Third-party recruiters are defined as 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.

Third-party Recruiters shall agree to:

- Be listed as the contact in all communications to students or alumni and will be identified as an employment agency or third party recruiter
- Provide complete job descriptions, clearly indicating that it is a third-party recruiter
- Affirm that any fees shall be waived or paid by the represented employer and not the candidate, including but not limited to application fees, flat or services fees, or fees based on salary
- Provide the name of the represented employer to verify that the position exists and does not duplicate a position already available through NOVA-WDCS. If the Recruiter does not release this information, the posting will not be accepted. If the represented employer does not authorize such release, employer name must be provided to NOVA-WDCS, which will not release the name to job candidates
- Secure all NOVA students' resumes and any other personally identifiable information and prevent disclosure to any other party, including represented employers, unless it obtains the candidate's express written consent. Failure to comply with this is a violation of The Family Education Rights & Privacy Act of 1974
- Not to contact any candidate for any purpose other than the position to which the candidate applied, except with the express written permission of the candidate. Candidates' names, phone numbers, email, or postal addresses may not be used for solicitation by Recruiter or represented employers except where specific arrangements

have been made and agreed to by candidates in advance

- Comply fully with all Equal Employment Opportunity laws and regulations in the screening, recruiting, interviewing, referring, and hiring process without regard to race, color, creed, gender, sexual orientation, marital status, personal appearance, age, national origin, physical or mental disability, veteran status, or political affiliation, to the extent required by federal, state, and local laws
- Clearly disclose if it is seeking candidates as its own employees for staffing, leasing, or outsourcing positions
- Shall report or update outcomes of recruiting efforts to NOVA-WDCS by providing names of students or alumni hired, the hiring employer, and duration of accepted employment within two weeks of hiring
- Comply with minimum short term employment duration. Short term employment opportunities must be intended to exceed a duration of thirty days to be posted on NOVA's online career database

NOVA-WDCS agrees to:

Permit Recruiter to use NOVA's online job posting database, subject to final review and approval of all postings and to participate in career fairs and/or on-campus interviewing programs on a case-by-case basis. Recruiter shall not have access to search resume books or online databases.

Failure by Recruiter to comply with this Agreement, submission of verified complaints regarding the Recruiter or represented employers, or other violations of Northern Virginia Community College or Virginia Community College System policies shall result in the limitation or denial of future services. NOVA-WDCS reserves the right in its sole discretion to refuse access to third party recruiters or employers at any time. Access to services will not be allowed for recruiters or employers that do not comply with recruiting policies, or for job types that do not appear to support the interests of students, alumni or Northern Virginia Community College.

I have read and understand the terms of this Agreement and hereby agree to adhere to the policies set forth for third party recruiters.

Recruiter Company:

Contact Person:

Mailing Address:

Phone:

Email:

Website:

Signature:

Date:

July 27, 2020