

National Association of Colleges and Employers (NACE)

Principles for Third-Party Recruiters

The [NACE Principles](#) provides definitions and guidelines for third parties and contractual/staffing services. It is our hope that career services will use this information to make appropriate decisions about the use of third-party, contractual, and staffing services in their operations, including career fairs. These standards are also designed to provide guidance to third-party recruiters who recruit college graduates through the college recruitment process. These standards are not to be construed as requiring or encouraging, or prohibiting or discouraging, use of third-party recruiters by college or employer professionals.

1. Third-party recruiters will follow EEO standards in recruiting activities in a manner that includes the following:
 - a. Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
 - b. Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
 - c. Refusing, in the case of resume referral entities, to permit employers to screen and select resumes based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
 - d. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
 - e. Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
 - f. Investigating complaints forwarded by the career services office or the employer client regarding EEO noncompliance and seeking resolution of such complaints.
2. Third-party recruiters will disclose information as follows:
 - a. Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
 - b. When deemed necessary, third-party recruiters will disclose information upon request to career services that would enable career services to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. Career services must respect the confidentiality of this information and may not publish it in any manner.
3. Third-party recruiters attending career fairs will represent employers who have authorized them and will disclose to career services the names of the represented employers.

[View more on the NACE Principles for Ethical Professional Practice page.](#)