The Career Development Center (CDC) at The University of Texas at Arlington (UTA) 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 CDC policies stated herein:

**Definitions**

Candidate – A person (specifically, a UTA 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, transcript.

Career Event – Bi-annual All Majors Job Fair, Information Table, Information Session, On-Campus Interviews, CDC Workshop, CDC Networking Event.

Employer Client – Client/Customer of Third-Party Agency/Recruiter.

Handshake – UTA CDC Job Database. A recruitment tool where employers can post open full- and part-time positions 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.

Resume Books – A packet of UTA students/alumni resumes who meet the minimum qualifications of a job.

Third-Party Agency/Recruiter – Organization/individual that recruits Candidates for Employer Clients’ temporary, part-time, or full-time employment opportunities.

**Policies**

1. Recruiters using Handshake shall:
   - Provide complete job descriptions, clearly indicating third-party recruiting status.
   - Only recruit 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.
   - State in the job description that any fees assessed by Recruiter will be paid by the Employer Client and not the Candidate.
   - 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 the CDC who will not release to Candidates.)
   - Not provide Candidate Information to any party other than an Employer Client without the Candidate’s informed written consent.

2. Recruiters participating in Career Events:
   - Disclose the names of Employer Clients to the CDC in advance (upon registration) of the Career Event.
   - Agree that the CDC 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 Employer Client without the Candidate’s informed written consent.

3. Recruiters recruiting on UTA’s campus shall:
   - Abide by all applicable UTA and the University of Texas System (UTS) policies and procedures, which can be found at the following: [https://www.uta.edu/policy/hop/](https://www.uta.edu/policy/hop/) and [https://www.utsystem.edu/board-of-regents/policy-library](https://www.utsystem.edu/board-of-regents/policy-library). 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. Recruiters shall not have access to Resume Books.

**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 The Career Development Center Employer Recruiting Policies ([https://www.uta.edu/careers/employers/policies.php](https://www.uta.edu/careers/employers/policies.php)). Your completion of this form confirms your agreement to comply with these specific policies. Please email the completed form to us at hireamav@uta.edu

Company Name: _____________________________   Phone: _________________   Fax: _________________

Contact Person: _____________________________   Email: _______________________________

Mailing Address: __________________________________________   Website: ________________________

Signature: _________________________________   Date: ____________________

www.uta.edu/careers
hireamav@uta.edu