



### **Procedure for Third Party Recruiters to Utilize the Center for Career Development**

An account can be created on [Handshake](#) under the name of the third-party recruiter. Handshake is the recruitment tool that The University of Scranton Center for Career Development utilizes for most recruitment activities.

#### **Through this system, recruiters can:**

- 1) Create their organizations' profile for interested applicants to review
- 2) Post internships and career opportunities
- 3) Market on- and off-campus recruitment events, such as informational sessions
- 4) Schedule and manage on-campus interview schedules
- 5) Register for our Career Expos

#### **Conditions**

The Center for Career Development of The University of Scranton operates by the principles and guidelines of the National Association of Colleges and Employers (NACE).

It is understood that the following conditions must be fulfilled in order for our organization to utilize the services of The University of Scranton Center for Career Development:

- 1) No fees will be charged to the candidate at any time throughout the employment process for this or any other position that involves use of the Center for Career Development.
- 2) This position will be filled in full compliance with applicable state and federal civil rights laws.
- 3) The University of Scranton Center for Career Development reserves the right to require a third-party organization to release the name of the organization for which they are recruiting for and all information submitted.
- 4) Under no circumstances can student information be disclosed for other than recruiting purposes nor can it be sold or provided to other entities outside of the client for whom the resumes are designated.
- 5) Third-party recruiters must adhere to NACE Principles for Third-Party Recruiters (<https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>)

It is further understood that my lack of compliance with the listed conditions will result in the suspension and/or discontinuation of access to The University of Scranton Center for Career Development to me and/or all other representatives of my organization.