GRAND VALLEY STATE UNIVERSITY

CAREER CENTER

Third-Party Recruitment Policy

Terms

In conjunction with the Principles for Professional Conduct, set forth by the National Association of Colleges and Employers (NACE), the Grand Valley State University Career Center has established the following terms for third-party recruiting.

- The GVSU Career Center will consider an agency, organization, or individual as a third-party recruiter in accordance with the definition set forth in the NACE Principles for Third-Party Recruiters.
- Third-Party Recruiters must adhere to all NACE principles, specifically those related to and stated within the Principles for Third-Party Recruiters.
- No fees of any kind may be charged to students or alumni.

Conditions

Access to Grand Valley State University students and alumni will be limited to posting an employment opportunity via LakerJobs. The Third-Party Recruiter must agree to the following conditions:

1. The Third-Party Recruiter will disclose the name(s) of the client or clients that the third-party recruiter is representing and to whom the credentials will be disclosed.
2. The GVSU Career Center maintains the right to verify this information with the known client.
3. Although the client information does not need to be listed in the posting, the third-party recruiter must disclose the client name to prospective candidates.
4. Under no circumstances can student or alumni information be disclosed for other-than-stated recruiting purposes, nor can it be sold or provided to other entities outside of the client for whom the resumes are designated.

Attendance at GVSU Career Fairs will be limited to a reasonable number of agencies/contractors on a first-come, first-served basis as determined by the GVSU Career Center. The Third-Party Recruiters permitted to participate must represent employers who have authorized them to do so and must disclose the names of the employers they represent.

I agree to adhere to the terms and conditions set forth in the Grand Valley State University Third-Party Recruitment Policy.

_____

Organization Name

_____

Street Address

_____

City State Zip

_____

Website Email Address Phone

_____

Authorized Signature Date

Please return completed forms via email to careers@gvsu.edu or fax to 616-331-6406