

**Marian University, The Exchange (see our [web page](#) for more information)**

**Principles for Third-Party Recruiting**

Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the [NACE Principles for Professional Practice](#). The [NACE Principles for Third-Party Recruiting](#) provide definitions and guidelines for third parties and contractual/staffing services. The Exchange will use this information to make appropriate decisions about the use of third-party, contractual, and staffing services in our operations.

Marian University's career development office, The Exchange, follows professional standards for working with third-party recruiters as set by the National Association of Colleges and Employers (NACE). Before posting a position with The Exchange, third-party recruiters must sign an agreement stating they will comply with our third-party recruiter policies.

**Third Party Recruiter Services**

The Exchange will promote the job and pertinent information through normal channels which may include the website, posting on bulletin boards, referral to faculty and/or staff, and/or direct referral to candidates. The third-party recruiters will be listed as the contact and identified as an employment agency.

If a third party-recruiter wishes to interview candidates on campus, or attend career fairs, that recruiter will agree to abide by the above policies and to identify the represented employer(s) to both The Exchange and potential university interviewees. Third-party recruiters who elect to interview on campus should understand that the candidate information provided by The Exchange is to be used exclusively for the employer(s) so identified.

**I have read and agree to abide by the above university policies. (Email to [exchange@marian.edu](mailto:exchange@marian.edu))**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_