



University of Dayton Career Services reserves the right to deny organizations from recruiting on campus that are in direct moral conflict with our mission as a Catholic, Marianist institution.

Third Party Recruiters (Employment Agencies, Temporary Agencies, Search Firms, Staffing Agencies, Executive Recruiters)

The University of Dayton provides campus access to third party recruiting and staffing agencies on a limited basis through the Handshake system. In order to post open positions on Handshake, the agency must comply with the following conditions.

1. The posting is for a specific position within a single organization.
2. The name of the employing organization and the agency's status as a third party must be included in the job posting.
3. Disclosure of any applicant information will not occur without obtaining prior written consent from the applicant. Under no circumstances can applicant information be used for purposes outside of the original recruitment purposes or sold to other entities.
4. No fees are charged to the candidate for applications or other services rendered.
5. Upon request, third party agencies will release information to University of Dayton Career Services to verify the legitimacy of open positions.

Third party recruiting agencies are ineligible for all other campus recruiting activity, and are expected to comply with [Equal Employment Opportunity \(EEO\)](#) laws and [NACE Principles for Professional Practice](#).

Commission Based Employers

Employers offering commission based employment should clearly state the compensation arrangement for these positions in job postings and thoroughly explain in recruitment conversations and interviews with students and alumni.

Resume Access

Organizations that utilize the Public Resume function in Handshake for any reason other than legitimate recruitment will be blocked from further use of the Handshake system.

Organizations hiring for internal positions are eligible for on-campus interviews with attached job postings. Job postings must be included at the time of the on-campus interview request. Contact employerrelations@udayton.edu to request an on-campus interview date.

Handshake Policies: <http://joinhandshake.com/tos/>

Creating an Employer Account

When you create a Handshake Employer Account, we request contact information, including email address and telephone number, to provide a point of contact for Universities and administrative staff and which will be made available on your public profile. We will not use your phone number to send any commercial or marketing messages to you from third parties. You agree to provide accurate and current information and to correct any misrepresentations immediately upon discovery.

By creating an account on Handshake, all universities will have access to information used to create the account. Students will only have access to that information if you make your profile public. Once your account has been approved by participating Universities, you will receive student data through our Service. You are prohibited from disclosing or sharing this information with other parties, and agree to keep student data confidential. You agree to handle and maintain collected student data with equivalent or superior standards as those described in our [Privacy Policy](#), not use the service to send spam or other unauthorized communications, and you agree not to use any collected student data for purposes not authorized by Handshake.

Through the use of the Service, you will be able to search and filter student results based on a wide range of criteria. You agree to maintain a fair and equitable recruitment process when selecting student candidates. You also agree not to discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability, or veteran status as prohibited by law. You have the ability to contact students directly through the Service. By using this Service, you agree not to stalk, defame, bully, harass, abuse, threaten, intimidate, or impersonate any people or entities.

Third Party Recruiter Guidelines

Handshake is excited to offer as many career opportunities to students as possible, including those offered by third party recruiters. However, we do not permit outside services from bulk collecting student data, employer data, job descriptions, or other marketplace information through the use of automated scripts (“scraping”) or similar technologies or methodologies. Third party recruiters are also prohibited from requiring students to create an account on a third-party platform unaffiliated with the company or brand providing the employment role. Any violation of these, or any other Terms, at our discretion, may result in suspension or termination of the account(s) associated with you or your recruitment service.