



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.

Agencies offering third-party positions 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.