

University of St. Thomas Emp

All employers posting on this site agree that any information received regarding a candidate must not be used for any purposes other than providing further job information to the applicant.

### Third Party Recruiters (e.g., temporary agencies, search firms, executive recruiters, and the like)

The University of St. Thomas provides recruiting 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 and will include a detailed description of the work to be done, as well as a detailed description of the employing organization.
2. Postings will state clearly the relationship between the agency and employing organization,
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. If the recruiter is at liberty to identify the company they are hiring on behalf of, they are asked to do so, and upon request, third party agencies will release information to University of St. Thomas Career staff to verify the legitimacy of open positions.

Third party recruiting agencies recruiting on behalf of clients are ineligible for all other campus recruiting activities. Third party recruiting agencies are eligible for campus career fairs and campus interviews if hiring for roles internal to their own organization.

### 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.

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An employer's use of this site is deemed to be their consent to comply with these guidelines. The University of St. Thomas Career Center reserves the right to restrict posting and recruiting services at any time.

If you have comments or questions, please direct your inquiry to [hiretommys@stthomas.edu](mailto:hiretommys@stthomas.edu).

### Hold Harmless Agreements

While St. Thomas may assist in providing resources for students, we do not place students into internships and students who pursue internships do so individually. Therefore, we do not have a legal relationship between the student and the internship employer. In the case of a Hold Harmless Agreement, St. Thomas cannot legally enter into these agreements for this very reason. The National Association of Colleges and Employers has also issued several statements discouraging this practice.