UNIVERSITY
OF MIAMI
TOPPEL CAREER CENTER

Statement of Understanding for Third Party and Temporary Employment Agencies

Definitions of Third Party and Temporary Employment Agencies:

Third Party or *Temporary Employment Agencies* are organizations or individuals that recruit candidates for temporary, part time or full time employment opportunities for other organizations rather than for their own organization's internal hiring needs.

Policies for Third Party and Temporary Employment Agencies:

Agencies wishing to list a position with the University of Miami on HireACane must adhere to the following:

- For Job Postings, provide the name of the client you are representing in the Job Description
- State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. The University of Miami will not post any opportunities that require students to pay fees
- Agree that you or your client may not forward University of Miami students' resumes to any other party without the student/applicant's written consent. Failure to comply with this is a violation of The Family Education Rights and Privacy Act of 1974.

If you agree to comply with these policies, print this page, complete the form below and fax it to:
305 284 3668

_____
Agency Name

_____
Address: City/State/Zip Code

_____ _____
Signature Date

_____ _____
Printed Name Title

_____ _____
Telephone Fax

_____
Email

The Toppel Career Center reserves the right to terminate an employer account for violation of university policies and procedures.