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 Nova Southeastern University Careershark 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. Nova Southeastern University will not post any opportunities that require students to pay fees
- Agree that you or your client may not forward Nova Southeastern University 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 email it to hireashark@nova.edu:

Name of your Agency

Address: City/State/Zip Code

Telephone/Email

Name of employer you are representing

Address: City/State/Zip Code

Employer Telephone/email / website

Printed Name/ Title Date

Career Development reserves the right to deny access and prohibit third-party recruiting at any time.