



THE UNIVERSITY OF UTAH

Career Services

POLICY STATEMENT EMPLOYMENT AGENCY REQUESTS

The University of Utah Career Services department welcomes the opportunity to work with employment agencies within the parameters listed below. It is our hope to assist students in identifying additional employment opportunities while still maintaining our strong relationships directly with employers. Please note that we are happy to post positions for employment agencies within their own offices in the same manner that we post other employer positions.

Posting positions requiring a completed degree:

- Employment agencies will be required to provide the name of the organization they are assisting for the posting. However, the contact information for applying to the position can be directly to that employment agency. We will verify that duplications do not occur if the organization is already posting in our database.
- The only way to post a position without listing the employer name is if an employment agency has exclusive contracts with that employer for identifying candidates – in which case, we will need appropriate documentation before allowing the posting. Occasionally, our counselors will approve extremely unique positions that we know our students would appreciate but are limited in our database.
- High-level positions requiring years of experience can be advertised without the company name to our Alumni Career Services participants. Contact Julie Swaner at (801)585-5036 or jswaner@sa.utah.edu.

Posting positions where a completed degree is not required:

- Each employment agency has the ability to list one general posting with a link to their own company website as an advertisement to our students about this method of searching for a job. We will include that posting in our online database, *UCareerLink*, within the “miscellaneous” job category for one month at a time.

On-campus career events:

- Registration is open to employment agencies to attend our student job fairs – those where employers do not require applicants to have a completed degree.
- Career fair registration, where employers attend with degree-required positions, will only be permitted if there is an exclusive contractual arrangement between the employment agency and the employer. The agency will be allowed to promote opportunities for only that company with their literature and display.

For additional questions, please contact our Director, Stan Inman at sinman@sa.utah.edu or (801)585-5028.

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