

**Agreement between Western Michigan University (WMU) and Third Party Recruiters utilizing Career Services at Western Michigan University (WMU):**

The Board of Trustees of Western Michigan University, by and through its Career Services at WMU (which consists of Career and Student Employment Services and the Career Center at the Haworth College of Business) and, (Third Party Recruiter), for the mutual consideration as described herein, agree as follows:

Career Services at WMU will:

Create an eRecruiting (Experience) account for the Third Party Recruiter through eRecruiting, which is the electronic recruitment tool that powers BroncoJOBS employment website and which WMU Career Services utilizes for recruitment.

An eRecruiting (Experience) account will be created for the representative under the name of the Third Party Recruiter.

Through this electronic system Third Party Recruiter can:

1. Create its profile for interested applicants to review.
2. Post pre-professional (internships and co-ops) and professional career opportunities by submitting job descriptions to Career Services at WMU. \*
3. Promote networking and other career-related events for pre-professional and professional career opportunities.
4. Use online interview scheduling functions.
5. Register for Career Fairs at WMU.

\* WMU Career Services reserves the right of requiring a Third Party Recruiter to release the name of the organization for which they are recruiting.

**Third Party Recruiter understands, agrees, and warrants that:**

**The information below is accurate and complete:**

Name of Entity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Entity and place of creation or incorporation (i.e., corporation, LLC, individual, etc.)

Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Entity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Third Party Recruiter understands and agrees that in order to utilize the services of the Western Michigan University Career Services:

1. No fees will be charged to any candidate at any time throughout the employment process for this or any other position which involves use of Career Services at WMU.
2. All positions will be interviewed for and filled in full compliance with applicable state and federal law, WMU’s non-discrimination policy, and other applicable University policies and requirements.
3. The Third Party Recruiter warrants that it has obtained all necessary licenses and permits to operate in the State of Michigan.
4. Third Party Recruiter agrees to abide by the policies and procedures of WMU’s Career Services at WMU.

To the fullest extent permitted by law, Third Party Recruiter shall be liable for, fully indemnity, and hold WMU, its

Board, president, officers, and employees harmless from and against all claims, demands, actions, and liability arising out of, resulting from, or attributable to Third Party Recruiter and/or its employees’, agents’ or subcontractors’ performance or nonperformance of any obligations covered by this agreement, and/or for any breach of warranty.

The parties also agree that that Career Services at WMU has the right to terminate this Agreement and all services at any time, with or without cause, upon notice to the contact of the Third Party Recruiter by regular mail or at the address noted above Third Party Recruiter agrees to.

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Name of Representative Title Date

**Please return the completed agreement to Career Services at WMU by fax: (269)387-2555 or email: broncojobs@wmich.edu**

Career and Student Employment Services ▪ (269) 387-2745 ▪ FAX (269)387-2555 ▪ broncojobs@wmich.edu

Career Center at the Haworth College of Business ▪ (269) 387-2711 ▪ FAX (269)387-2760 ▪ careercenter-hcob@wmich.edu