

Third Parties, Recruitment & Outsourcing Agencies

Policy and Terms & Conditions

This information applies to recruitment agencies/consultancies, executive search and selection, head-hunting organisations, outsourcing agencies and other third-party intermediary organisations who undertake recruitment related activities or provide services to aide recruitment, under any other terminology.

Advertising opportunities

King's Careers & Employability will advertise opportunities from third parties providing certain criteria are met, including those outlined in the Association of Graduate Careers Advisory Services (AGCAS) Code of Practice.

We make a charge of £100 + VAT for advertising of opportunities through a third-party. Alternatively, you can send a targeted email.

Please note the following before submitting an opportunity:

- We will not permit external recruitment job sites to use our platform as a tool to post multiple roles against one account.
- We must know the identity of the employer and this must be published to students and alumni.
- We will only advertise specific/individual opportunities, not open-ended opportunities or broader recruitment campaigns.
- We will only advertise opportunities that we deem to be of an appropriate nature for our students and/or graduates.

In instances where organisations use outsourcing services to manage their recruitment, King's Careers & Employability will not charge for advertising opportunities, however we will require confirmation by or email from the end client that the agency is acting on their behalf and/or reserve the right to contact the end client directly. Where this is apparent, we may allow agencies to access employer profiles so you can manage opportunities and

events on behalf of clients, however the editing of information on organisation profiles is prohibited without the express permission of King's Careers & Employability. Any unauthorised changes may result in your organisation being prohibited from using our services.

All roles being handled by outsourcing companies should be added to your client's organisation profile – not your own.

Attending or advertising events

King's Careers & Employability will not permit recruitment agencies, intermediary providers or organisations to hold a direct employer presentation, skills workshop, careers café, virtual event or on campus promotion.

Attendance at fairs, networking nights or focused festivals is at the sole discretion of the Head of Employer Engagement and subject to availability with priority always granted to direct recruiters.

We may advertise off-campus or virtual events hosted by third party organisations if they are deemed in the interests of our students and/or graduates and do not clash with our existing calendar of activities.

We will not promote agencies to university faculties or departments, neither will we distribute posters or other promotional material.

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Andrew Wright, Head of Employer Engagement