

### General engagement

- We do not partner with digital apps, jobs sites or other organisations to run campaigns or endorse your services.
- We do not work with organisations who promote 'pay-to-play' internship programmes internationally.
- We do not promote third parties, intermediaries, recruitment & outsourcing agencies (*hereafter referred to as 'third parties'*) to university faculties or departments, neither will we distribute posters or other promotional material.
- We do not maintain a mass listing of external recruitment sites or agencies on our platforms, instead we direct our service users to the Recruitment & Employment Confederation's [member directory](#).

### 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](#) and covered by the [AGCAS Work Experience Standard](#).

- We make a charge of £100 + VAT for advertising of opportunities on King's CareerConnect through a third-party.
- We do not permit third parties to send digital advertising through our social media platforms or targeted email service.

*Please note:*

- We do 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 service users.

## Policy and Terms & Conditions for Third Parties, Intermediaries, Recruitment & Outsourcing Agencies

*This information applies to recruitment agencies/consultancies, executive search & selection, head-hunting organisations, outsourcing agencies, digital apps and external jobs websites alongside other third-party intermediary organisations who undertake, plan or deliver any attraction, brand, recruitment or assessment activities to aid recruitment under any other terminology.*

- 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 service users.

### Outsourcing agents managing an attraction campaign

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 email from the end client confirming 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 does not permit third parties to hold a direct employer presentation, skills workshop, virtual event or on campus promotions at on our Campuses.

Attendance at careers fairs, networking nights and careers café breakfasts is at the sole discretion of the Associate Director (Employer Engagement & Work-based Learning) and subject to availability with priority always granted to direct recruiters.

We may advertise off-campus or virtual events hosted by third parties if they are deemed in the interests of our service users and do not clash with our existing calendar of activities.