



HW Works Statement of Understanding and Compliance for Staffing Agencies

The following guidelines for Staffing Agencies have been established for the protection of the students, alumni, and Harvard-Westlake Works. Staffing Agencies who are interested in recruiting and listing employment opportunities with Harvard-Westlake through the HW Works Platform powered by Gravyty must adhere to the following:

- Staffing Agencies must not require a financial investment or payment by the student or alumni for employment or placement. Under no circumstances should fees be charged to students or alumni. Harvard-Westlake will not post any opportunities that require students or alumni to pay fees.
- Staffing Agencies must clearly identify their organization as a Staffing Agency. All employment opportunities on the HW Works platform powered by Gravyty must clearly indicate that the students and alumni will be working through a Staffing Agency.
- Staffing Agencies must provide their client list to gain access to the HW Works platform powered by Gravyty. Once this has been provided and your HW Works credentials have been reviewed, the Staffing Agency's account will be approved and the employer will be able to post jobs for their clients and jobs for their own staffing needs alike. The client list will be kept confidential for HW Works account purposes only. Please upload your client list below. Please note: You will be asked to resubmit your client list at least once a year.
- Staffing Agencies may recruit only for clients they represent and each posting must clearly state that the position is being posted on behalf of a third-party agency. Candidates' names and/or resumes obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- Staffing Agencies must maintain EEO compliance and follow affirmative action principles during all recruitment activities.

The school reserves the right to terminate an employer account for violation of the above policies.

Please provide your client list to works@hw.com to gain access to the HW Works Platform powered by Gravyty. This client list will be kept confidential for HW Works account purposes only. Please note: if you are recruiting for internal roles, we require the client list as well.

Please include your agency, full name, and email address below to acknowledge and agree to the Staffing Agency policy above.

Staffing Agency: _____

First and Last Name: _____

Email: _____

Is this an initial request for a HireUTexas powered by Handshake employer account or are you resubmitting your agreement and client list per our annual staffing agency audit? Please select one below.

☐ Yes, I am requesting approval for an HW Works platform account powered by Gravyty

☐ No, I am an approved employer resubmitting my agreement and client list per the annual audit