

Willamette University  
College of Liberal Arts  
Recruiting Procedures

1. All recruiters must schedule their campus visits through Career Services (503-370-6413) with the following exceptions:
  - a) Recruiters for graduate schools of theology, seminaries or faith-based organizations are encouraged to schedule their visit through the Office of the Chaplain (503-370-6213), in which case, substitute "the Office of the Chaplain" for "Career Services in items 4 and 5, below.
  - b) Recognized student organizations (on their initiative) may invite recruiters to speak with the members of that organization at its regular meeting.
2. A signed copy of the Willamette University Recruitment Statement must be on file with Career Services before contact may be made with students. By signing this statement, the recruiter agrees on behalf of his/her company/institution to abide by the Willamette University Non-Discrimination Policy.
3. Recruiters may not directly contact Willamette University students, alumni or faculty unless the contact is initiated by the student, alumni or faculty person in question. Recruiters are not to mill around in the lobby or elsewhere on campus or post materials and attempt to direct students to their table or to their presentation. The student must initiate the contact. Violators of this policy will not be allowed to return to the campus for future recruiting.
4. The following recruiting options may be available (during business/class hours):
  - a) Information table: A table may be arranged by Career Services outside the Willamette Store, near Liberal Arts students' mailboxes. This is probably the single highest traffic area on campus, especially between the hours of 10:00 am and 2:00 pm. Recruiters must comply with the University Vendor Policy and are requested to leave 2 copies of any materials distributed with Career Services.
  - b) Information session: A meeting room may be scheduled by Career Services for a more formal presentation. This option is usually not as successful as the less formal information table.
5. All publicity about the recruiting visit (or generally advertising the company/institution on campus) must be coordinated through the Career Services Office.