

# Willamette University

## College of Liberal Arts

### Recruiting Policies and Services

The recruiting policies and guidelines at Willamette University have been developed to support a positive and successful experience for recruiters, students, alumni, and faculty. The Willamette Career Center makes facilities and services available to employers whose representatives follow these guidelines in their recruiting efforts. We seek to support the academic mission of the University and the staffing needs of organizations in an environment of teamwork and cooperation. We are eager to develop relationships with those recruiters who respect and follow these policies.

#### **SCHEDULING**

All recruiters must schedule their campus visits through the Willamette Career Center (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 Chaplains (503-370-6213).
- b) Recognized student organizations (on their initiative) may invite recruiters to speak with the members of that organization at its regular meeting.
- c) Recruiters may be invited by an academic department.

It is recommended that the Willamette Career Center be notified of all campus visits so that recruiters may take advantage of the services offered including facility confirmation, reserved guest parking, and campus marketing and advertising. This will ensure that students have open and equal access to information about job opportunities. Sponsoring groups can play a key and complementary role in the recruiting process and Career Services staff can help employers connect with them.

#### **NON-DISCRIMINATION**

Willamette University makes its facilities and services open only to employers who do not discriminate, in violation of applicable federal or state law, on the basis of individual characteristics of race, color, religion, sex, age, disability, veteran status, marital status, sexual orientation or any other characteristic protected by applicable state or federal law.

A signed copy of the Willamette University Recruitment Statement must be on file with the Willamette Career Center before contact may be made with students.

#### **PROFESSIONAL AND ETHICAL PRACTICES AND CONDUCT**

1. Recruiters may not directly contact Willamette University students, alumni or faculty unless the contact is initiated by the student, alumni or faculty in question.
2. Recruiters must remain at their designated table when contacting students and not attempt to direct students to their table or to their presentation from any other areas. The student must initiate contact with recruiters.
3. Materials may not be posted on walls, bulletin boards or other surfaces beyond the reserved space.
4. The university maintains a strict policy that prohibits harassment in any form.

5. Recruiters must work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
6. Employment professionals will refrain from improper practices such as special inducements and undue time pressure to accept employment offers and encouragement of revocation of another employment offer.
7. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

For more information please read the [Principles of Professional Conduct](#), a code adopted for employers and career services professionals by the National Association of Colleges and Employers. Violators of these practices may not be allowed to return to the campus for future recruiting.

### **DISCLOSURE OF COMPANY INFORMATION**

Employers using campus facilities for recruitment activities must register with the Willamette Career Center and provide complete information concerning conditions of employment, including accurate and clear information on methods and amounts of remuneration, within their organization. Employers who list employment opportunities anywhere on campus should clearly disclose such conditions, both in writing and when speaking with candidates.

### **FEE AS CONDITION OF EMPLOYMENT**

In general, those employers requiring candidates to invest, purchase supplies, or pay a fee as a condition of employment (unless such fees are required in accordance with applicable State and Federal laws) must disclose complete details and provide copies of promotional materials to the Willamette Career Center.

### **THIRD PARTY RECRUITERS**

Contract recruiters, search firms, resume referral firms, and employment agencies may recruit on campus under the following conditions:

1. All fees are employer paid.
2. Information on the client(s) represented and the types of positions for which the third party is recruiting is disclosed to the staff of the Willamette Career Center.
3. Equal Employment Opportunity standards are followed.

Under no circumstances can student information be disclosed for purposes other than recruiting, nor can it be sold or provided to other entities.

### **NOTIFICATION OF RECRUITMENT RESULTS**

Employers will strive to communicate recruitment selection decisions to the Willamette Career Center.

### **SELECTIVITY**

Courtesy of the Willamette Career Center, Putnam University Center, 3<sup>rd</sup> floor. 503-370-6413

The Willamette Career Center may need to be selective when determining which employers are represented at special events such as job fairs or group information sessions. Decisions will be made in a fair and equitable manner after considering factors such as: space availability; student interest in employer/industry; industry balance; and employer position within its industry.

## **EQUAL ACCESS**

It is the general policy of the Willamette Career Center that no candidate prescreening will be conducted by our office. However, based on the type of position and job requirements the position may receive additional advertising to a specific segment of the student population.

## **OUR SERVICES**

The following recruiting options may be available (during business/class hours):

1. **Information table:**

A table can be reserved by the Willamette Career Center in the Putnam University Center outside the Willamette Store and near Liberal Arts student mailboxes. This is the highest traffic area on campus between the hours of 10:00 am and 2:00 pm. Recruiters must comply with the University Recruiting Policy and are requested to leave two copies of any materials distributed with the Willamette Career Center.

2. **Information session:**

A meeting room can be scheduled for a more formal presentation. This option generally works best in combination with an information table and may not always be available or recommended.

3. **Publicity and marketing:**

All publicity about the recruiting visit (or advertising the company/institution on campus) must be coordinated through the Willamette Career Center. We may be able to provide space for posters and flyers and will include information about the visit in our weekly *CareerTalk* e-newsletter.

4. **Guest parking:**

Upon confirmation of the recruiting visit, a reservation will be made for free guest parking.

5. **Technological resources and amenities:**

Some A/V equipment may be available for presentations. Fax, phone, and brief access to computer/Internet can be found in the Willamette Career Center.

6. **Advertising:**

*The Collegian* campus newspaper is published weekly. For advertising information visit [www.willamettecollegian.com](http://www.willamettecollegian.com)

7. **Catering:**

If you wish to sponsor food or beverages during your visit you may contact our catering services, Bon Appetit, at 503.370.6711 or email [clinn@willamette.edu](mailto:clinn@willamette.edu)

To learn more about these services, or to obtain information about internships, career fairs, and other partnership opportunities contact Connie Ralph at the Willamette Career Center, by phone at 503-370-6413 or by email at [career-services@willamette.edu](mailto:career-services@willamette.edu).

