

Willamette University College of Arts D Q G 6 F Recruiting V 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. Willamette Career ' H Y H O R S n a k e Q 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 provide you with the same level of teamwork.

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- a) Recruiters for graduate schools, 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 Willamette Career Center staff be notified of all recruiter 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 Center 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 Willamette Career Center. Confidentiality 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 member.
2. Recruiters must remain at their designated table when contacting students and 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. Recruiters may not ask students for their Willamette University identification number or social networking passwords.
7. Recruiters may not ask for personal data (i.e. social security number, bank account information) at the time of application.
8. 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.
9. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

For more information please contact pm

DISCLOSURE OF COMPANY INFORMATION

Employers using campus facilities for recruitment activities must register with Willamette Career ' H Y H O R 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 where on campus should clearly disclose such conditions, both in writing and when speaking with candidates.

FEES AS A CONDITION OF EMPLOYMENT

x In general, we will not host organizations such as franchise and or multi-level-marketing organizations and other organizations that require a financial investment, purchase of supplies or equipment or pay a fee as a condition of employment unless such fees are required in accordance with applicable State and Federal laws.

x The organization needs to fully disclose compensation packages and business costs incurred up through first year of employment. This includes salary, duration of salary, housing allowance, incentive programs, stock options, commission structure, benefits, and any costs borne by applicant/employee including testing, licenses, fees, travel expenses to \$96 (0-42-37-0052-016-400), 361,645.

Willamette Career ' H Y B O R D phone at 503-370-6413 or by
email at careerdevelopment@willamette.edu.

Willamette University has sole discretion regarding access Willamette University Career
' H Y H O R S and Q Mts resources by employers, and may decide to prohibit or remove such
access to any specific employer, groups of employers, or agent(s)/representative(s) any
employer(s) at any time f 123.86P0.224 Tw 1any p3.109 0 T-o4uny

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