

# Willamette University College of Arts and Sciences 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. Willamette Career Development 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.

## **ONLINE JOB POSTINGS**

Posting to the Willamette University online job board, [Handshake](#), is not a right guaranteed to any employer. All postings are at the discretion of Career Development. By logging on to Handshake the employer agrees to the terms and conditions set forth by Willamette University and the National Association of Colleges and Employer's (NACE) [recruiting policies](#) listed below. **Failure to abide by these terms and conditions may result in discontinuation of access to Handshake.**

**Career Development reserves the right to refuse any company access to any and all services.**

### **Reasons for discontinuation of access may include, but are not limited to:**

- The nature of the business or business practices are inconsistent with the mission and values of Willamette University.
- Invalid employer e-mail addresses (which includes any email without a company extension, including but not limited to: hotmail, gmail, msn, yahoo, and live),
- An incomplete profile,
- Potential risk to the health and safety of students,
- Postings that do not apply to a majors offered by Willamette,
- Inappropriate messaging, or any other practice which is inconsistent with the mission and values of the University,
- Any employers posting/recruiting with Willamette University may not do so if asking students to solicit for on-campus sale or promotions or services or to friends, family or other members of the Willamette community for any reason,
- Any employers that have complaints reported to Career Development or the University regarding unethical work practices or treatment of students may be prohibited from posting future jobs on campus or on Handshake,
- If at any time it is brought to our attention that an employer has claims of being involved in unethical or deceptive business practices.

## **SCHEDULING**

All recruiters must schedule their campus visits through Career Development (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 Willamette Career Development 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 Development 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 Development 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. 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 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 Willamette Career Development 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.

### **FEES AS CONDITION OF EMPLOYMENT**

- 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.
- The organization needs to fully disclose compensation packages and business costs incurred up through first year of employment. This includes salary, duration of salary, training allowance, incentive programs, stock options, commission structure, benefits, and any costs borne by the applicant/employee including testing, licenses, classes, travel expenses and equipment.
- Organizations that require employees to make cost estimates for work projects must guarantee that student workers receive an Oregon minimum wage (including training time) and cannot hold one or more employees financially liable if they do not meet cost estimates.

### **THIRD PARTY RECRUITERS**

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

1. No fee is charged to the student/applicant.
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 Willamette Career Development.
3. Equal Employment Opportunity standards are followed.

### **CONFIDENTIALITY**

Employment/recruitment professionals will maintain confidentiality of applicant information regardless of the source and will not release it to any other organization without the prior written consent of the applicant.

### **NOTIFICATION OF RECRUITMENT RESULTS**

Career Development requests employers to inform us of all offers of employment that are extended to students in order to ensure that we maintain accurate statistics regarding student employment. Organizations' employment records are kept strictly confidential and used only for statistical purposes. Employers will strive to communicate recruitment selection decisions to Willamette Career Development.

## **SELECTIVITY**

Willamette Career Development 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 Willamette Career Development that no candidate pre-screening will be conducted by our office as mandated by State and Federal laws. 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 Willamette Career Development 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 Willamette Career Development.

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 Willamette Career Development. 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 on their web site: <https://willamette.cafebonappetit.com/>

To learn more about these services, or to obtain information about internships, career fairs, and other partnership opportunities contact

Willamette Career Development, by phone at 503-370-6413 or by email at [career-development@willamette.edu](mailto:career-development@willamette.edu).

Willamette University has sole discretion regarding access to Willamette University Career Development and any of its resources by employers, and may decide to prohibit or remove such access to any specific employer, groups of employers, or agent(s)/representative(s) of any employer(s) at any time for any reason. The final approval for employers to utilize Career Development and services rests with the Director of the Career Development.

The permission to use Willamette University facilities does not imply University approval or endorsement of the policies, practices or products of the recruiting organization.

Career Development may from time to time, revise this employer terms and conditions. Use of Handshake is governed by the employer terms and conditions at the time of use.