

EMPLOYER GUIDELINES FOR CAMPUS RECRUITMENT TABLES

- All employers must have recruitment visits pre-approved and scheduled through the Ridgewater College Career Services Office: career.services@ridgewater.edu or stephanie.holland@ridgewater.edu
- Recruitment must take place at the specified recruitment table/area only. Solicitation of students in halls or other college areas is not allowed unless previous arrangements have been made through the Career Services Office.
- Recruiters should have a professional display with the name of the company prominently displayed. It is helpful to have positions you are hiring for, small give-a-way items close by so that students are drawn to your table.
- Flyers for student employment opportunities and recruiting purposes should be turned in to the Career Services Office to be shared with students prior to the tabling event.
- Employers are also asked to create an account through [Handshake](#). You can then post student employment opportunities through that channel as well.
- Business materials should clearly state the name of the organization, the business address, the nature of the work, and an appropriate contact within the organization. If the business has a web site and corporate office, this information should also be included in the materials.
- Information relating to earnings should be clearly stated and available in written form for students at the recruitment table. Commission-based salary or earnings other than direct salary must be explained in print.
- **We will not promote any organization or opportunities where there is a financial commitment required to pursue the employment opportunity.**
- The college will commit to providing reasonable channels for promoting visits such as emailing the student / campus populations ahead of the event, posting our events on our website (both on the Career Services page and our general campus events page), and displaying information on monitors around campus. We do not currently have a physical job board to advertise employment opportunities or upcoming events.
- We cannot guarantee attendance at any event but feel your presence will be suitable advertising and brand recognition for your business. We hope that through promotion, students will seek you out to discuss potential opportunities.

I have read the employer guidelines for campus recruitment and will adhere to the policy above.

Name of Organization: _____
Printed Name of Representative _____
Signature of Representative _____ Date _____