

# On-Campus Recruitment Guidelines

Career Center guidelines have been established in accordance with the suggested principles of the National Association of Colleges and Employers (NACE) and the policies of other University of California campuses.

Recruiting is encouraged with all divisions of an organization. To properly schedule an On-Campus Recruiting visit, please fill out the On-Campus Recruitment Form. Due to the increased employer visits, all reservations must be requested **five days** in advance. Every effort should be made by the recruiting organization to avoid changes in recruiting or interview date(s). However, when changes must be made, the Career Center should be notified one week in advance to avoid inconvenience for job candidates and staff.

Refreshments and/or audio-visual equipment for information meetings are the company's responsibility. However, we can assist you with local caterer recommendations or university equipment rentals.

Career Center facilities and job listing services are not available to employers who unlawfully discriminate in the selection of employees on the basis of national origin, race, sex, disability, age or any other basis prohibited by applicable law. The recruiting organization may not promote other colleges or universities while present at Liberty University.

Information regarding job offers and placement of Liberty University students is important data we must collect. Any students meeting with or interviewing with an organization's representative must be documented and a copy of all information collected must be submitted to the Career Center after the recruiting visit.