

# EMPLOYER ON-CAMPUS VISITATION PROGRAM

## VIRGINIA WESLEYAN COLLEGE

Career Services Center • Virginia Wesleyan College  
1584 Wesleyan Drive • Norfolk, VA 23502-5599  
Phone: (757) 455-3337 • Fax: (757) 233-8748 • Career\_services@wvc.edu

Employers desiring to participate in an on-campus recruitment visit may choose from two options:

- 1) Company Information Table** - A table will be reserved for you in the Jane P. Batten Student Commons. You may distribute company literature, collect resumes, and/or conduct on-the-spot pre-screening interviews. Event fee: \$50 Please indicate your first and second choice of date/time:  
*(We recommend a **Tuesday** or **Thursday**, 11:00 a.m.-1:00 p.m. time-frame, since students have a free hour at that time.)*  
1st choice Date: \_\_\_\_\_ Time range: \_\_\_\_\_ - \_\_\_\_\_  
2nd choice Date \_\_\_\_\_ Time range: \_\_\_\_\_ - \_\_\_\_\_
- 2) Presentation** - A presentation room will be reserved for you to present specific employment opportunities or give a general presentation about your company's employment outlook. Advertisement can designate: "Open to all students" or can focus on a specific group, i.e. graduating seniors, students with a specific major, students with specific employment interest area, etc. *(Tuesdays and Thursdays at 11:00 a.m. are the best days that room space is available.)* Event fee: \$50 Please indicate your first and second choice:  
Tuesday, \_\_\_\_\_ Time range: 11:00-11:50 a.m.  
Thursday, \_\_\_\_\_ Time range: 11:00-11:50 a.m.  
Technology cart needed for PowerPoint or Internet presentation: Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Conduct Interviews by pre-selection or on first-come/first-served basis - (NO FEE for ON-CAMPUS INTERVIEWS)

*(We recommend a Monday, Wednesday, or Friday, 9:00 a.m.-12:00 noon interview schedule.)*

\_\_\_\_ Pre-selection: Career Services will collect resumes by YOUR deadline, fax them to you for pre-selection, and call selected students to schedule an interview in the Career Services Center. Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Interviewing date: (1st choice) \_\_\_\_\_ (2nd choice) \_\_\_\_\_

\_\_\_\_ First-come/first-served: We collect resumes from all qualified students and schedule interviews for all applicants.

Interviewing date: (1st choice) \_\_\_\_\_ (2nd choice) \_\_\_\_\_

*(Spring Break for 2009 is scheduled for Friday, March 13 until Monday, March 23, 2009)*

All employers recruiting for internships or jobs must be AA/EEO employers, provide proper identifying employer information, and abide by the College policies and NACE "Principles for Professional Conduct."  
([http://www.naceweb.org/principles/principl.html#principles\\_for\\_employment\\_professionals](http://www.naceweb.org/principles/principl.html#principles_for_employment_professionals))

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### RECRUITER INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Recruiter/Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Position(s) for which recruiting: \_\_\_\_\_

Recruiting for ... full-time employment: \_\_\_\_\_; part-time/seasonal employment: \_\_\_\_\_; Internships: \_\_\_\_\_

Especially notify faculty & students in the field(s) of: \_\_\_\_\_

Person responsible for payment of program fee: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

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### SCHEDULING YOUR EVENT

Preferred reservation notice is three weeks. Recruitment events scheduled with less than three weeks notice will be accepted on an "as available" basis. Occasionally more than one recruiter will be scheduled for the same recruitment date.

### **EMPLOYER VISITATION FEE: \$50**

Your fee covers: Room or table reservation, inclusion on the CSC web page of Recruitment Events, printing and posting of 25 fliers advertising your campus visit (*submit company logo for personalization—.jpg by e-mail*), and notification to faculty/students in specified field(s) as you designate above.

How to pay: We prefer payment by check; payable to "Career Services Center—VWC." Send to: *Career Services Center, Virginia Wesleyan College, 1584 Wesleyan Drive, Norfolk, VA 23502*  
Please remit payment **one week prior** to your scheduled event. Events not pre-paid will be canceled or rescheduled.  
(*If check payment is not possible, we will accept Visa or Mastercard payment **three business days prior** to event.*)