

Effective Date: April 27, 1990

## **POLICY**

Authority: RCW 28B.35.120; WAC 516-38  
Approved by: Board of Trustees 4/5/90

### **POL-U7300.01 -- CAMPUS SERVICES, ACCESS TO: CAREER PLANNING AND PLACEMENT CENTER**

*This policy applies to undergraduate students and "eligible persons" as defined*

#### **Career Planning & Placement Center Provides Services for Eligible Persons**

The Career Planning and Placement Center provides (1) career planning services for undergraduates, and (2) placement services for the following "eligible persons:"

- Graduating seniors (who may establish placement credentials the quarter they become a senior);
- Graduate degree or certificate candidates (including graduates of other institutions who may establish placement credentials upon earning thirty quarter credit hours toward advanced degree or certificate at Western); and
- Alumni (who have received degrees or certificates from Western).

Open lists of all employment opportunities and campus recruiting visits are maintained by the Placement Center for qualified students. (WAC 516-38-115)

#### **Eligible Persons Pay Placement Credential Fees**

Eligible persons may complete registration forms at the Career Planning and Placement Center establishing placement credentials to be placed in the Center's placement credentials file. The Center may charge fees for its services and its schedule of fees shall be prominently posted within the Center.

Placement Center services may be denied any individual who fails to pay placement fees when due. The Center shall not duplicate or mail incomplete credential files, individual

recommendations, or personal resumes. Credentials are confidential and may only be sent to legitimate prospective employers or transferred to other educational institutions for establishment there of placement credentials.

(WAC 516-38-116)

### **Employers and Organizations May Conduct Recruitment Activities**

- (1) Employers, organizations interested in hiring graduating students or alumni, and recruiting personnel from college or university graduate schools may conduct recruitment activity on campus and shall be coordinated by the Placement Center subject to the following conditions:
  - (a) Employers shall not be eligible to recruit on campus unless they comply with all federal and state laws against discrimination;
  - (b) All interviewing arranged by the Placement Center shall be conducted in offices or space provided by the Placement Center.
  - (c) Recruiters for school districts, business and industrial firms and government agencies may be assigned individual rooms and eligible persons required to adhere to prearranged interview schedules.
  - (d) Recruiters for the military, Peace Corps and Vista may be assigned individual rooms and students may be interviewed on a "drop-in" basis.
  - (e) All company literature and brochures shall be displayed either within the interviewing room or on Placement Center literature tables.
  - (f) Poster boards and signs related to campus interviews may be posted on bulletin boards or other designated areas upon the approval of the Placement Center, in compliance with university policy.
- (2) All prospective employers shall be free to present their points of view, and all students shall be free to determine whether they desire to listen to their presentations.

- (3) To be eligible to sign up for recruitment interviews, candidates must meet the qualifications stipulated by the prospective employer. First priority on sign-up schedules shall be given students currently enrolled and eligible for placement services (provided they have established complete placement credentials with the Placement Center) and second priority shall be given alumni eligible for placement services (provided they have established complete placement credentials with the Placement Center).

(WAC 516-38-117)

### **Job Notification is Available to Registered Candidates**

Notification of positions listed with the Placement Center shall be available without screening, selecting or promoting, only to registered candidates who have updated and activated their credentials; graduates of other colleges or universities who have established reciprocity; and any bona fide employer who complies with federal and state laws against discrimination.

(WAC 516-38-118)

### **Reciprocal Services for WWU Candidates Available**

Requests from Western's candidates for service from another institution must be made by the Placement Director. The credentials of such candidates must be updated and active.

(WAC 516-38-119)