

Dear Recruiter,

Thank you for recruiting at Wheaton College! We want you to enjoy your visit as much as possible, so please follow the listed guidelines and expectations to maximize your experience.

**GUIDELINES AND EXPECTATIONS:**

- 1.) Check in at Career Services as soon as you get on campus.
- 2.) Recruiting times are from 10:00 am – 2:00 pm. Please be on time; our recruiting tables are in high demand. Please call if you are running late.
- 3.) You are able to park your vehicle in front of the Beamer Center to unload/reload your display for 10 minutes. After you have unloaded/reloaded, please feel free to park at any of the locations marked “W.” Please see the map on the reverse side of this sheet for these locations.
- 4.) There is absolutely **NO SOLICITING** of products on campus during your visit. You will be asked to leave campus and your recruiting privileges with the college will be permanently revoked if you choose to solicit.
- 5.) Please keep our recruiting table clean during your visit and clean up ALL of your materials when you leave.
- 6.) We can only reserve a slot for each company TWICE a semester in order to share the recruiting table with as many organizations as possible. Please reserve the recruiting table at least 4 weeks in advance to help ensure the reservation date you desire.
- 7.) If you would like to reach more students after your visit, please post all available positions (paid and unpaid) at [www.wheaton.edu/career](http://www.wheaton.edu/career). Click on “Employer” and then click on “Post Job.” Keep your tracking number at the end in case you need to edit your posting(s).

Thank you so much for your cooperation, and we look forward to working with you in the future!

Sincerely,

Stephanie Hill  
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Career Services  
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