



## *Recruiting Policy for Employers promoting Summer Sales and Commission-based Jobs*

Snow College works closely with employers to help students find employment opportunities. All employers recruiting for summer sales or commission-based employment on Snow College campus are required to meet the following criteria and adhere to the restrictions listed.

**All on-campus recruitment must be coordinated through the Snow College Career Center (435-283-7648) or [Jessica.Lund@snow.edu](mailto:Jessica.Lund@snow.edu)**

If your organization does not meet the following criteria, you will not be allowed to recruit on Snow College campus.

1. Once approved by Career Center and Jessica Lund, employers are allowed to reserve a table **one** day per month as space is available. Recruiting dates are listed at our calendar on [www.snow.edu/careerbadger](http://www.snow.edu/careerbadger). Employers who choose to become official sponsors of Career Center may come more often once their sponsorship contract is signed and payment is received.
2. Scheduling space for a table or a room for an information session must be **reserved** and **paid** for at least **one week** in advance through Badger Handshake AND confirmed by Jessica Lund.
3. The recruiting table fee (\$100.00 per day) must be paid in advance of your visit to the Cashier's Office (435.893.2249 or 435.283.7296) and reference Career Center Employer Fees (detail code CSAF) or your spot is forfeited and your reservation will be given to someone else.
4. Recruiting hours are from 10 am to 2pm.
5. There is a limit of **two** recruiters/representatives on campus per employer each day.
6. Employers are asked to remain in the GSC Commons area, standing in or blocking of the hallways is prohibited. If recruiting outside near the Bell Tower, you must stay within 10 feet of your booth. You may not block the sidewalk; please move conversations to the side of your booth.
7. Selling of any type product, merchandise or services is prohibited.
8. Posting flyers will be limited to space availability on public/general use bulletin boards on campus, and must be stamped and approved through the Student Life office.
9. Posting flyers or other handout materials on automobile windows is prohibited.
10. Banners, company advertising, etc., should be limited to the 6' wide table area. (One table per company).
11. Recruiting or advertising is prohibited in the on-campus student housing.
12. Recruiting items given to students should be individualized items, i.e. small individually wrapped candies, pencils, pens, other small items. If you plan on distributing food items such as cookies, pizza, drinks, etc., they **MUST** be purchased from the Snow College Dining Services Office (435-283-7270).
13. Please do not tape or tack information on the walls in the building or around your display.

14. Please remove any banners, table items and other materials after your event ends. Be sure to remove all items you brought with you, failure to do so could result in a loss of your recruiting privileges.
15. Sound systems cannot be used. Additional items such as wireless connectivity, power outlets, etc. must be arranged for at the time of table reservations and will not be available outdoors.
16. Employer on-campus visits will be limited to **career events** and the **'tabling' dates** identified by Career Center (see website [www.snow.edu/career](http://www.snow.edu/career) calendar or Badger Handshake for a list of dates).
17. Snow College reserves the right to deny recruiting privileges to any employer who has a rating of "C+" or lower with the Utah Better Business Bureau (BBB) or who has had a documented history of violations with any Utah regulatory agencies or higher education Career Centers.
18. Any employer representatives must have visible identification with their name and company information displayed while recruiting on any Snow College property. Those without identification will be asked to leave the campus until they can produce a nametag/badge with the appropriate information.

The policy for assisting employers when promoting commission jobs is limited to jobs within the following parameters. If your organization does not meet the following criteria, you will not be allowed to recruit on Snow College campus.

- A. The employer must have a valid and active **Utah Business Entity Number**
- B. Employer must complete an Employer Survey through Snow College Career Center, 435-283-7648 or by email: [jessica.lund@snow.edu](mailto:jessica.lund@snow.edu)
- C. NO up-front costs, kits, out-of-pocket, non-refundable fees or deposits required of students
- D. Student compensation, salary or commission cannot be dependent upon recruitment of others
- E. The student employee cannot be required to perform any minimum number of presentations before receiving compensation
- F. Company must provide free training and ongoing mentoring
- G. Company must provide free marketing and advertising of product (employees not liable for marketing costs).

By signing below you acknowledge that you have read and understand the above Policies and Procedures for recruiting at Snow College. Failure to follow the aforementioned stipulations can result in the loss of recruiting privileges at Snow College for your entire organization and could also include a 1 year trespass from campus.

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First and Last Name, Organization

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Date