

Career Services On-Campus Recruitment Guidelines

Thank you for your interest in recruiting University of Lethbridge students and alumni! In order to streamline our on-campus recruitment processes, we have implemented the following recruitment policies for all companies/organizations. Many organizations hire students to recruit other students and/or promote their employment opportunities on campus. Student staff are not exempt from following the on-campus requirements outlined below. Failure to adhere to these guidelines could result in loss of on-campus recruitment privileges.

- On-site recruitment activities must be reserved through the Career Bridge office at least 5 business days in advance.
- Career Bridge reserve the right to screen and to reject bookings that do not meet our recruitment guidelines.
- Employers are asked to provide detailed descriptions of the opportunities they're recruiting for in their booking request.
- Employers can only distribute corporate or recruiting focused promotional material on campus when and if participating in a pre-approved recruitment event, or at a reserved information table. Distribution of material beyond the reserved space/event is not permitted.
- The use of bulletin boards that are reserved for particular University of Lethbridge departments is not permitted. Placing material on walls, doors or any other structures is not permitted.
- Distributing marketing/recruitment material in locations reserved for academic instruction is not permitted. Material cannot be left on seats, posted on walls, written on whiteboards or chalkboards.
- Not including University of Lethbridge sanctioned events and activities, organizations/companies must not use University of Lethbridge facilities or resources to run their own operations or promote their own company objectives.
- Organizations that hire student staff cannot use student staff to imply/promote that the University of Lethbridge &/or Career Bridge sanctions or supports their company's/organization's objectives.
- Exhibitors must comply with all applicable University of Lethbridge policies, as well as fire, health, safety and building code regulations while on-campus.
- Exhibitors shall occupy and use only the display space assigned by the University of Lethbridge on the dates and times that have been reserved.
- Exhibitors shall ensure that assigned University of Lethbridge display space is attended and/or staffed at all times.
- Booth, Information Session, and Interview requests are limited to 2 visits per semester for each.