



## On-Campus Recruitment Guidelines

WCTC's On-Campus Recruitments are smaller-scale events designed so employers can engage in personalized conversations with WCTC students. It offers a unique opportunity to educate, inform, and recruit students who are actively seeking career prospects.

### ***Please Note:***

***It is required that the job(s) you are recruiting for are active postings on [Handshake](#) before you host your On-Campus Recruitment event.***

### **On-Campus Recruitment Details**

- WCTC does not charge a fee for On-Campus Recruitment events.
- WCTC Career Connections holds On-Campus Recruitment events, Monday – Thursday, 10am-1pm, during the fall and spring semesters.
  - **Please plan to stay the full scheduled time, as this gives students equal opportunity to visit as their schedules allow.**
- To maintain a high level of professionalism and ensure that all parties involved have a fair and productive experience, we have implemented a [No Call/No Show Policy](#).

### **On-Campus Recruitment Advertising Methods**

- A QR code is located on all WCTC job boards which lists upcoming On-Campus Recruitment Events.
- Events are posted on Career Connections' online Recruitment Calendars and WCTC's Student Portal.
- An email is sent to faculty and staff to keep students informed.

Use the [online calendar to schedule](#) an On-Campus Recruitment event. Once you have selected your date and completed the registration you will receive a confirmation e-mail.

Please review the details of the confirmation e-mail and if you have any questions, please contact Career Connections at [HireTalent@wctc.edu](mailto:HireTalent@wctc.edu) or call 262.695.6232.