

CWS RECRUITING PROGRAM FIVE RULE CONTRACT

The Recruiting Program is an excellent opportunity for all students to explore a variety of career fields and learn how to prepare effectively for interviews. Company representatives, often Wellesley alumnae, participate in this program because of the well-known reputation of Wellesley students as being highly capable, honest, and responsible job candidates.

The Center for Work and Service asks all students to abide by the following FIVE rules in order to maintain the success and integrity of the recruiting program:

1. All application materials must accurately represent the student's experience and abilities (resumes, transcripts, writing samples, test scores, etc.).
2. Students must cancel or reschedule interviews with recruiters at least 24 hours before the scheduled appointment.
3. Mock interviews with alumnae are considered part of the recruiting process. Scheduled appointments must be cancelled or rescheduled at least 24 hours in advance. If you do not show up for your on-campus mock interview without notifying cws_hire@wellesley.edu or contacting the alumna directly for a self-scheduled phone mock interview, you will be dismissed from the recruiting program.
4. Students must abide by the CWS regulations when contacting alumnae through the W Network.
5. Once a student accepts a job offer, either verbally or in writing, it is BINDING.

Failure to abide by this contract or the CWS W Network Etiquette may result in removal from the recruiting program or possible referral to General Judiciary.

I have read and agree to abide by the above rules for the Center for Work and Service Recruiting Program.

Signature

Date

Name

Class Year