

PLACEMENT PARTICIPATION AGREEMENT

Student memorandum of understanding regarding participation in the Department of Organizational Leadership and Supervision Placement Program.

Name (please print) _____

Campus Address _____

Telephone Number _____

I hereby submit and request consideration to participate in the OLS placement program and agree to the following interview guidelines.

- I will arrive at the interview location no later than 10 minutes before my appointment time.
- I will be well groomed and appropriately dressed. (For internship and co-op interviews, minimum of: a nice dress for women and a sports coat and tie for men. For permanent positions a business suit is strongly suggested).
- For permanent placement, please have an original transcript available.
- I will be mentally and physically well prepared. I will have researched the company and the position. I will be well rested and alert.
- If an unforeseen emergency will prevent me from keeping my interview appointment time or from attending a plant trip, I will call the OLS office at 494-5597 as soon as possible. I will write an apology letter to the interviewer and will give a copy to the OLS office. I understand that missing interviews wastes the time of the corporate recruiter and keeps another student from having the opportunity to interview.
- When I accept an offer for a position, I understand that I am committing myself and will not change my mind.

I understand that I am a representative not only of myself, but also of the Organizational Leadership and Supervision Department and Purdue University.

Violation of any of the above conditions is subject to penalty up to and including permanent expulsion from the OLS interviewing program.

Signature

Date