

PLACEMENT EXCHANGE

The Division of Student Life typically sends representatives to one or more placement exchanges each year. Residence Life staff will usually recruit at the following:

- Southern Placement Exchange
- SEAHO Placement Exchange
- NASPA Placement Exchange
- ACPA Placement Exchange

GETTING TO CAMPUS

Candidates can choose to drive to campus or fly into one of two airports. The Piedmont Triad International Airport is located in Greensboro and is about 30 minutes from campus. The Raleigh Durham International Airport is located in Raleigh and is about 45 minutes from campus. If you fly, a professional staff member or student will meet you at the airport when you arrive and return you to the airport in plenty of time to catch your return flight.

If you drive to the campus, we will give you directions to the hotel so that you can drive straight there, check-in, and relax.

Either way, you will receive an itinerary prior to arriving that will indicate what time you will be picked up for your first event.

THE INTERVIEW PROCESS

Unless otherwise indicated to you, your campus interviews will include one and a half days of events. You will meet with several groups including divisional staff, area assistants, assistant directors, lead team, and students. When possible, we also include a tour of campus as well as the towns of Burlington and Elon.

These can be long and intense couple of days so it is important to rest well prior to arriving. It is also important to be yourself during each interview. Having brought you to campus, we've already decided that we think you can do the job! Now we want to get to know you, assess your fit and interest, and help you get to know us.

REIMBURSEMENT FOR YOUR TRIP

Normally, we will attempt to purchase your airfare so you do not have to pay out-of-pocket. The reimbursement policy for travel costs associated with your visit is as follows:

- If you are offered and accept the position our department will pay 100% of travel costs;
- If you are not offered a position our department will pay 100% of travel costs;
- If you are offered a position and do not accept, our department will pay 50% of travel costs;
- If you withdraw your candidacy from our applicant pool before an offer or decision has been made, our department will pay 50% of the travel costs;
- If we purchase a non-refundable ticket, and you cancel your trip for any reason, you will be required to reimburse us for 100% of the ticket cost.

If you choose to drive to campus, you will be reimbursed for your mileage at the rate of .445 cents per mile (mileage to be determined by university personnel and subject to change). While you are here for your campus interview, you will be asked to provide us with any receipts and sign reimbursement paperwork. We will make every effort to ensure any reimbursements are sent to you in a timely manner. **Please sign and fax the agreement to (336)278-7299.**

CRIMINAL RECORD CHECK

A criminal background check is required of all on-campus candidates. This paperwork requires you to list previous addresses and employers – please be prepared with this information. Time will be scheduled for you to complete this and any other required paperwork. Upon acceptance of a position with Elon University, you will be required to complete additional paperwork with human resources.

