

Sustainable Career Fairs

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Executive Summary

Problem Statement:

The Career Services Center at Western Washington University is faced with the challenge of aligning their large events, Career Fairs, with the sustainability principles.

Description of Project:

The Career Fairs are large events on-campus that provide the opportunity to connect students, alumni, and community members with potential employers. Currently, in-person career fairs see between 150 and 650 attendees, not including employers. The current lack of integration of sustainability is overlooking a crucial chance to integrate Western Washington's ethos of sustainable values and practices to a diverse audience of students, alumni, and partnering employers.

Through a spate of methods our project aims to bridge the gap between Western Washington University's Sustainability Action Plan and the Career Service Center's frequent Career Fair. The recommendations being proposed were informed by research of similar sized universities net-zero event planning guide, an interview with the Career Service Center's Event Coordinator, and an audit of two different Career Fairs hosted in the Fall 2023 quarter.

Summary of Recommendation:

The recommendations for the **Career Services Center** being proposed are– the strategic placement of waste disposal bins in areas producing the most amount of waste, encouraging alternative transportation methods along with providing on-campus parking to employers rather than having a charter bus run continuously from the park-and-go, providing sustainability information to employers, and creating a sustainability question guideline for students to use during the career fair.

The recommendations for Career Services Center **in regard to catering** being proposed are– identifying the barriers of the enacting sustainable catering practices and areas of opportunity, and creating close collaboration between the Career Services Center and Chartwells Catering.

The recommendation for the Western Washington University's **Sustainability Engagement Institution** being proposed is the creation of a university wide net-zero event planning guide.

Introduction

In an era where the global community is increasingly attuned to the challenges of environmental sustainability, Western Washington University's Career Services Center seeks to plan career fairs in line with the Sustainability Action Plan. With a clear vision to align the values of the institution with the actions, in this report, we hope to outline a path to further incorporate sustainability principles into the planning and execution of career and internship fairs through ranking current practices, adjustments made to net-zero event planning guide, and creating opportunities for attendees to find a job that aligns with their values.

The Western Washington University Action Plan lays out various goals in sustainability for the University to strive for, this report will align many of the goals to the Career Service Centers career fairs. Objective 2.4 in the Action Plan aims to “establish sustainability-related interactive experiences, cooperatively designed and supported by WWU and community partners, to help build relationships among members of Western, and with the broader community by 2019”, the career fairs provide an opportunity to integrate sustainable value not only at WWU but with the local community and employers nationwide. Another objective that is closely aligned with the recommendations in this report is Object 3.4 which aims to “enhance web materials that enable the public to access sustainability resources beginning fall 2017”, the lack of a university-wide net-zero waste event guide that is accessible to anyone not just those affiliated with WWU would contribute to the goal of developing a public sustainable web resource center. Both of these goals are achievable and can be applied directly to this report, as we stand in 2023 these goals are yet to be fully realized and are past their intended deadlines; this underscores the need for meaningful progress in university sustainability initiatives.

The Career Services Center, in collaboration with various campus departments, organizes and hosts multiple career fairs each quarter in the Multipurpose room of the Viking Union or MAC gym. These fairs are pivotal in connecting students, alumni, and community members with employers. The fairs are a platform for networking, finding job/internship opportunities, and career exploration.

According to the Pew Research Center (2023), 54% of Americans view climate change as a major threat. The career fair engages the broader community with attendees from current students and alumni from many disciplines and academic interests. Sustainability is essential to prioritize in the career fair due to the United Nations Sustainable Development Goal #12, Sustainable Communities and Cities. Issues caused by climate change affect us all and pollution “deteriorates everyone’s health and affects workers’ productivity and therefore the economy” (United Nations, 2023).

This report addresses the need for aligning Western Washington University's Career Services Center with sustainability principles as part of the institution's Sustainability Action Plan. The aim is to make actionable recommendations to enhance sustainable practices in the planning and execution of career and internship fairs by evaluating current practices, refining the net-zero event planning guide, and creating opportunities for attendees to connect with employers who share their sustainable values.

After meeting with our sponsor to understand the needs of the career fairs, our team decided to focus on two areas for the career fair.

Food Waste:

In planning the career fairs intentional steps have been taken to ensure sustainable practices, but the Career Services Center is currently exploring ways to prevent food waste. Each career fair has dozens of employers that have traveled to attend. The employees are fed lunch in a buffet style. The transition was made to the buffet in order to prevent the use of waste created by individually wrapped meals, but the buffet style still struggles with waste from leftover food. The food is unable to be donated to on-campus food pantries due to policies of Chartwells and due to most on-campus food pantries not containing refrigerators to store the food, leading to excess food being thrown out. Western Washington University, is not the only higher ed career fairs struggling with this problem. Britta Eschete, our sponsor, shared that the University of Seattle is also currently struggling with this problem.

Sustainable Values:

Western has clear environmental and sustainable values, but that does not mean that the businesses in attendance at the career fair share these values. According to a 2023 survey of 4,00 employees across the UK and US shows that two-thirds of employees want their companies to take a stronger stance on the environment and half were willing to quit over a mismatch of ethics (Polman, 2023). The phenomenon is called “climate quitting” or “conscious quitting,” which refers to the resignation from a job or turning down a job offer due to the belief that the employer's commitments to environmental, social, and governance (ESG) standards are insufficient. This trend is most prevalent among Gen Z who have exhibited a strong commitment to combating climate change. According to a survey of 2,000 UK office workers, 35% were willing to quit their jobs over lack of climate action from their employers, with it increasing to 53% for Gen Z employees (You, 2023).

There is value in each business in attendance, regardless of their environmental impact, because of their employment of students and alumni. Students currently are not provided the tools to find an employer that aligns with their sustainable values and employers have minimal chances to highlight their sustainable practices. In order to ensure those attending career fairs have the best chance of success in their career, it is essential we provide them with the tools to find an employer that aligns with their ethics. A institution of a similar size, Massachusetts of Technology, currently has a Career Fairs Sustainability Initiative which has a list of questions for students to ask employers regarding sustainability ethics (Massachusetts Institute of Technology, 2023).

As a key component of our project, we developed a presentation outlining recommendations for upcoming career and internship fairs. This presentation will include a priority timeline, guiding us in our sustainability efforts. Additionally, we aim to refine our Zero Waste Event Guide, transforming it into a resource that can be adopted university-wide.

Methodology

Inventory of Net-Zero Guide

We have chosen an inventory as our data collection method. Creating an inventory of zero-waste guides provides a comprehensive comparison of other institutions and similar-sized universities to WWU. The inventory also provides an incentive for change by showing where WWU falls short in comparison to other schools but also gives examples of what works at other institutions. It is also important to note that Western currently does not have one encompassing guide that is used across the University, meaning we will inventory information on multiple guides from WWU.

The categories that we are evaluating are— Institution/Business, Name of Guide, Definition of Zero-Waste, Pre-Event Planning, Day of the Event, After the Event, Guidelines for Evaluation, Vendor and Caterer Requirements, Marketing, Publicity, and Invitations, Staffing and Volunteers, How do they Handle Waste, Waste Signage, On campus contact list, and Zero-Waste Educational Information. For the institutions we evaluated, we included the individual example guides that each team member submitted: Seven Generations Ahead and Sustainable Connections. The remaining institutions we evaluated were American universities with similar student populations as WWU: Cal Poly University, the University of Wyoming, Stanford, and the University of Denver. We are currently exploring other universities to add to the list, along with collecting the guides from different parts of the University.

Interviews with Stakeholders

In order to answer questions on sustainable practices of food services and Chartwells we had a meeting with Darrin Gordon who works for Chartwells. The questions for this interview were created by the team in response to our initial meeting with our sponsor and were shared with the interviewee a week prior to the interview. In order to ensure essential information was captured during this interview, we shared the questions with our sponsor Britta to receive any input.

These questions are stated below,

1. What has been your personal involvement with setting up catering for extracurricular events at WWU, if any?
2. In what areas and in what ways do you think that Chartwells follows sustainable practices?
3. What areas have you identified as needing more attention or support in regard to sustainability at Chartwells?
4. How involved are 3rd party players in the operations of Chartwells (campus organizations, outside organizations, non-profits, etc.)?
5. Do you know if there were sustainability requirements included in the RFP process with WWU?
6. Do you know if the contract with Chartwells outlines a pledge to uphold sustainability practices?
7. Is the Chartwells contract with WWU public information? If so, where can it be found?
8. Does Chartwells have a current food salvaging policy? What happens with the food that gets removed from catering once the perishable time limit elapses?

9. What are some of the barriers to salvaging and donating food surplus for Chartwells? Is there a difference between single serve containers and catering?
10. Does Chartwells currently partner with local food banks, shelters, non-profit organizations dedicated to food sustainability?

Career Fair Audit and Checklist

To facilitate this inventory, we have collaborated with Britta, the Events Coordinator for the Career Services Center at WWU, who provided valuable insights during our initial interview. Together, we have crafted a comprehensive checklist of sustainability practices that encompass areas of particular interest to Britta and the Career Services Center. This checklist will form the basis of our unofficial "audit" of the event, enabling us to identify specific areas for improvement and make practical recommendations.

Our approach is rooted in the belief that by addressing these specific categories, we can offer pragmatic recommendations for optimizing event operations. Moreover, we see this inventory of current sustainability practices as an essential benchmarking tool for future events. It will enable event coordinators to compare progress and measure improvements over time.

Two Career Fairs were attended to audit. The first was the all Industry Career and Internship Fair on October 20th which was audited separately by two students. The second was the Tech Career and Internship Fair which was audited by one student. The inventory checklist below was used for both career fair audits.

It is important to note that the checklist below does contain measurable identifiers for each section, causing our answers to be more

Waste Management	Availability and placement of recycling bins, compost bins, and trash bins.	The type and amount of waste generated, including paper, and food waste.	The effectiveness of waste diversion efforts
Paper and Print Materials	The quantity of printed materials, such as brochures, handouts, and directories.	The use of digital alternatives like QR codes, mobile apps, or virtual materials.	Efforts to reduce paper waste, such as double-sided printing or minimal paper.
Food Service	Sustainability of food service, including reusable vs. single-use products like cutlery.	Management of food waste, including any food donation or salvage programs.	Strategies for reducing food waste during and after the event.
	The process of collecting and distributing leftover	Compliance with legal and health regulations related to food donations.	

Food Salvage and Donation	food to local food banks etc.		
Energy Usage	Use of energy-efficient lighting and equipment.	Efforts to conserve energy during the event(turning off lights and equipment).	
Sustainable Giveaways	The types of promotional items provided by employers and their sustainability features.	Initiatives to encourage sustainable giveaways or alternatives to traditional swag.	
Engagement and Education	The presence of educational materials or presentations related to sustainability.	Efforts to engage attendees, employers, and staff in sustainability discussions.	If there are any sustainability requirements for employers attending.
Sustainability Goals	Alignment with the university's sustainability goals and objectives.		
Transportation	Options and incentives for sustainable transportation to and from the event.	Parking facilities for attendees and employers, including bicycle racks.	
Collaboration with Stakeholders	Partnerships with 3 rd parties to enhance sustainability efforts.	Involvement of various stakeholders in sustainability planning.	
Post-Event Assessment	If there is a post-event assessment to review sustainability practices.	How these results are used to make improvements.	

Results

Results of the Benchmarks for Zero Waste Inventory

Looking at the inventory we compiled of Zero Waste Event Guides at other American Universities and institutions we found many commonalities and examples that can be applied to Western Washington University events and the Career Fair. An important aspect of the guides is the explicit definition of what “zero waste” actually is in their interpretation. The next category was pre-event planning, much of the pre-event planning centers on the conscious and deliberate selection of vendors and products that reflect the sustainability goals. The post-event assessment is another category that is crucial to the overall zero-waste event success; many of the toolkits in the inventory focus on debriefing the event, taking notes and pictures of the venue, and removing any signs that could be reused. Seven Generations Ahead had detailed guidelines for evaluation, they recommend collecting feedback from attendees and vendors, to find out how your attendees and vendors were impacted by this event being zero waste.

Along with contacting the outside participant, evaluating internally is also important, distributing a survey to volunteers. As mentioned in the pre-event planning, being intentional with the vendors is important and the next category expands on the requirements of vendors and caterers.

A common pattern between the guidelines is to focus on sustainable food choices and sustainable serving methods. Many suggest serving meals buffet-style with foods that don't require utensils or individual packaging, offering reusable or compostable plates, glasses, and utensils, and choosing vendors that align with the sustainability goals. For vendors, one toolkit suggests requiring a "pack-in, pack-out" policy with exhibitors to ensure they leave with everything they brought to the event and create a check-out procedure for vendors that requires event staff to check their areas for discarded materials.

The toolkits in general were sparse in the marketing, publicity, and invitation sections; the Stanford sustainable event guide suggests that marketing intentionally plans what is necessary to print and incorporate sustainability into the flyers. Another section that is sparse in many guides is the Volunteer section but the Seven Generations Ahead event guide suggests creating a "Zero Waste Leader position", rather than a volunteer this person is likely to be part of the event staff. This position would oversee zero waste activity and is knowledgeable in all components of your event. The next category that was analyzed was "How do they handle waste?". Many toolkits suggest having a plan to donate food after the event and emphasize having sorted food bins for composting, recycling, and landfill. An important emphasis in every guide is to contact your University's waste center for events that will have over ten attendees. A subsection to the handling of waste is the signage included for the waste disposal. It is important that every sorting station at your event looks the same to avoid confusion for your event guests and create consistency. The Stanford and University of Wyoming event guides both included an on-campus contact list that is a helpful resource for sustainable events. The final criterion was the inclusion of zero-waste educational information which was lacking in every toolkit we analyzed.

Full copies of the results can be found in the Appendix A.

Results of Interviews with Stakeholders—Chartwells Sustainability Manager

Our interview with the Sustainability Manager at Chartwells, Darrin Gordon, was a crucial piece in our path towards providing substantive recommendations regarding food waste and salvaging. This stakeholder interview provided two main takeaways for our project purposes. Firstly, it showed us that there are a lot of efforts towards sustainable practices at the individual scale, which is an important ingredient towards lasting improvements. Secondly, we learned about the practical barriers that come with a new contract with WWU. Specifically, our interview with Darrin shined a light on the operational limitations that Chartwells is currently going through after taking over Aramark's contract only three months ago. In summary, our discussion with Darrin went as follows.

Our background questions focused on Darrin's involvement in setting up catering for extracurricular events at WWU with an emphasis on sustainable practices. Darrin's response was that Chartwells and Compass Group both commit to sustainability goals by procuring sustainable ingredients, supporting local farms, fair trade coffee, antibiotic-free chicken, among other measures. They also emphasized that Chartwells tracks this through tangible metrics and will revisit them after the data from the first year of operations is gathered. We learned that Chartwells aims to reduce food waste by 50% by 2030. In terms of areas needing improvement, Darrin highlighted the need for support from WWU in meal donation systems and a more standard waste stream of communication and education across campus overall. We also learned that the contract between Chartwells and WWU is not public information, so we decided it was no longer worth pursuing which saved us time. Additionally, our discussion on food salvaging centered first around Chartwells' waste tracking systems, WasteNot 4.0, which they use to track food waste from all events and dining halls in order to improve sustainable practices.

Towards the end of the interview, we also posed additional questions that we had received from our sponsor Britta. Importantly, Darrin assured us that there is a system in place to accept custom orders (such as 74% chicken, 25% non-meat option) through their Catertrax portal where partners can review ordering logistics and inform Chartwells about the event's needs. Also, Darrin affirmed that to-go boxes were not provided because Chartwells can't ensure that the food is still safe for consumption after the event. Concluding our structured interview questions, the conversation focused around the operational limitations that Chartwells is presently overcoming. Darrin assured that Chartwells is currently focused on setting up their core services at student dining halls and ensuring sustainable practices there, where students are fed each day. As such, we understand that a lot of the systems are in place to ensure sustainability at Chartwells, however, the biggest practical barrier to expanding those practices to career fairs is the communication channels between partners. Our recommendations section reflects these learnings later in this report.

Main Identified Barriers:

A primary obstacle for improving sustainable practices in terms of food donation comes from WA State statutory regulations. Our surface-level research found that WA State law heavily regulates food donation—especially perishables. There are a plethora of laws that place restrictions and standards on food donation, which include food storage, transportation, temperature control, contamination, and allergies among many others (Washington State Department of Health, 2023). Specifically, WA State law does not allow licensed food establishments, such as Chartwells kitchens, to donate “foods that have been served to a customer's table” (Washington State Department of Health, 2023) which applies to catering at career fairs.

Additionally, if the Career Service Center decides to return to single-serve containers to facilitate donation, the State also applies strict regulations to the packaging and transportation of food donations, including package contamination and damage as well as standards for transportation vehicles (source). We recognize that these limitations introduce additional complexity to the logistics of Chartwells,

particularly because it is facing operational challenges in its early stages after taking over WWU's contract from Aramark only three months ago (September 2023). Certainly, the current focus of Chartwells on establishing core services for campus dining halls first, further compounds the challenges.

We also explored the possibility of donating food surplus from career fairs to WWU students through a variety of strategies, including developing an app to alert students when perishable food is available. In terms of this alternative, we found that Western regulations may also present barriers—in particular with regards to Financial Aid implications. Concretely, setting up donation streams based on student-need may raise concerns about monetary benefit from school funds, and imply potentially unanticipated complexities.

Please see *Appendix D* for the full notes from this stakeholder interview.

Results of the Career Fair Audit

When auditing the Career fair with the Sustainability Inventory Checklist there were some key areas that stuck out in our results. Specifically analyzing the waste management system for both events, there was only one location for the waste bins and recycling. While near the food there was only a waste bin. At both fairs there was limited signage clarifying the proper waste disposal.

Attached are the images of the waste bins from the Tech Industry Career and Internship Fair. First we have images of the waste bins in the main area of the career fair and the waste receptacle in the area where the employers eat.

Inside Fair:



Where employers eat:



Having proper recycling bins is crucial when the majority of employer booths at the event had paper materials; although many employers had printed materials the Career Center provided QR codes on their handouts that reduced the overall amount of paper waste.

The food services have pivoted towards buffet-style catering for the employers to cut down on unnecessary waste but there is little information on what is done with leftover food surplus. Currently the events offer employers meat and non-meat options. It seems that the meat option, which has a higher impact on the environment, was consumed more than the non-meat option.

Giveaways are an essential and expected part of the Career Fair for employers but create non-essential waste; employers use the giveaway items as a way to connect to students and also provide marketing for their company and the enforcement of sustainable items may be difficult and unrealistic. From our career fair audits, we found that the most common types of giveaways utilized by employers were papers, stickers, pens, foam plushies, chip clips, magnets, drink koozies, and bags. These items are branded with company logos and are distributed to students at no cost. These items typically come individually wrapped in a plastic covering that the employers remove prior to distribution. While we are unsure about the longevity of items distributed at WWU career fairs, according to a 2016 study done by the Advertising Specialty Institute, promotional items only have a lifespan of 8 months (Advertising Specialty Institute, 2016).

There was little sustainable engagement and educational materials marketed broadly within the career fair but the employer informational sheets provide shuttle information, food waste disposal, and material recycling information. There were few incentives for sustainable transportation for students, but employers got a free WTA bus pass that they can pick-up on the day of the event. There is also the opportunity for

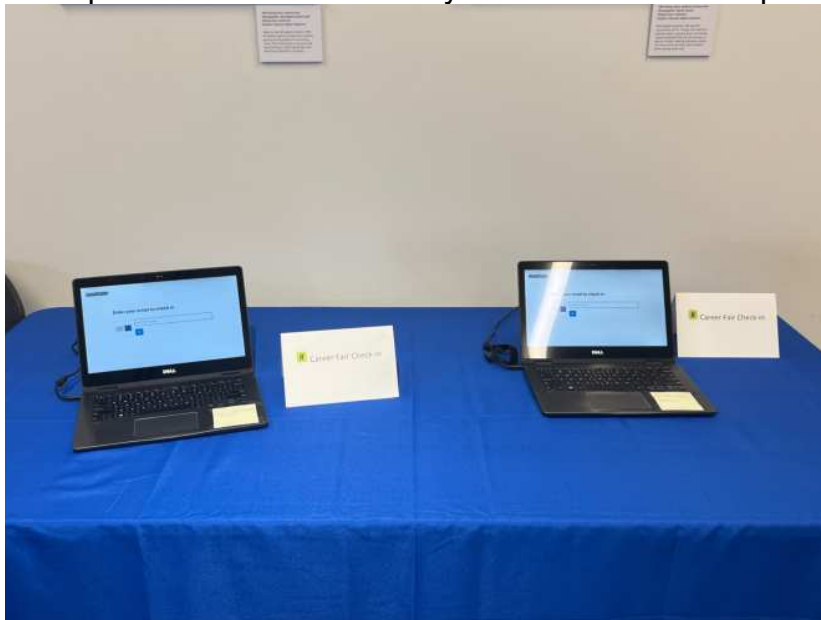
employers to park at Lincoln Creek Park and go with a shuttle running throughout the day to transport employers to and from campus.

The post-event assessment doesn't touch on the sustainable aspects of the event. The employers receive a survey after the event and it is unclear currently if there are questions related to sustainability.

Overall there are a lot of opportunities for sustainable improvements and furthering the progress already made at the Career Fairs, but there are several key aspects we would like to highlight that we hope Career Services continues to implement.

1. Digital/paperless check-in
2. Digital option for attendees to access information
3. Inclusion of different types of waste receptacles (garbage, compost, recycle, etc) with signage labeling each type
4. Encourage reuse of lanyards for attendees

Example from the Tech Industry Career and Internship Fair paperless check-in



Recommendations

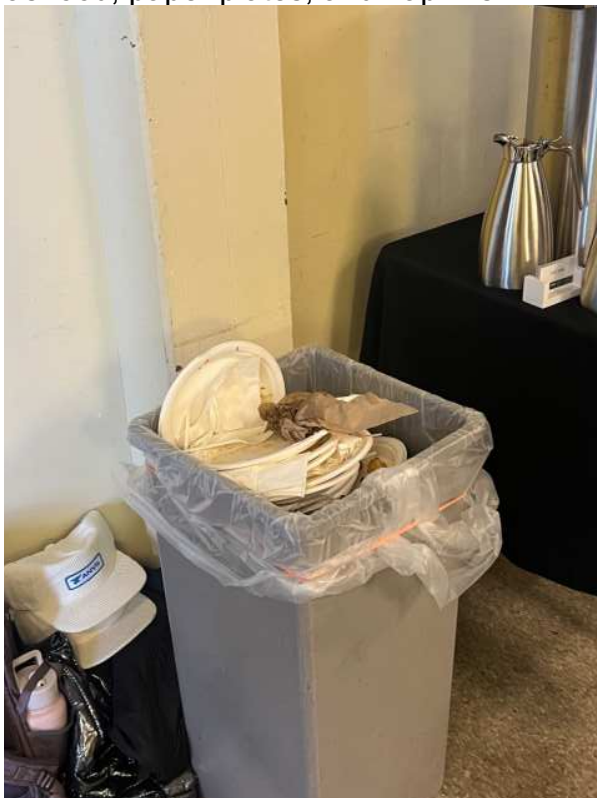
Recommendations to WWU Career Services

Utilizing the results from the Career Fair Audits of both the All Industry Career and Internship Fair on October 20th, 2023 and the Technology Career and Internship Fair on November 2nd, 2023 we have compiled several recommendations to improve the sustainability of the fairs. Most of the recommendations have to do with the planning and implementation of the career fair. They do range in complexity, with most being able to be done by a Career Services Center employee in the physical planning of the fair.

Recommendations that require additional work are the additions to the materials given to employers and the “How to Talk to Employers...” guide. Due to the complexity of these recommendations Career Services likely will not implement these until Spring 2024. Due to the expressed interest in making Career Fairs more sustainable by our sponsor, Britta Eschete, we hope that she can work with her team to ensure that these recommendations are implemented. Ensuring the longevity of these implementations is touched on at a later section in Monitoring and Evaluation.

Placement of Waste Bins

The career fairs currently excels with the inclusion of all waste bins needed, including recycling and compost bins. While these are available, as observed at the Technology Career Fair, they were placed on the opposite side of the venue from where employers were eating food. Due to the placement, it caused many items and food waste that could have gone into compost or recycling ending up in the trash. Placing clearly labeled recycling and compost next to the food, along with the trash will decrease the environmental impact from these events. Addressing this issue will help further work towards “Goal 1: Create uniform waste collection receptacle standards across Western, providing compost, recycling, and landfill bins,” of the WWU Sustainability Action Plan (Western Washington University, 2023). Below is an image attached of the trash at the career fair with items that could have been composted such as food, paper plates, and napkins.



Alternative Transportation for Employers

Current practices are renting a parking lot off campus and having a bus run between this location and the career fair. An alternative that could be a more sustainable option is renting parking spots or a parking lot on campus, with the possible option for a group rate. More information can be provided by Andrea Reiter, Transportation Services Manager. It is important that this suggestion is further explored to ensure that it is truly more sustainable than current practices.

Most employers are unlikely to pursue any alternative modes of transportation to attend the WWU Career Fair since most employers have a budget allocated for transportation which is standard practice to rent a car. While this is still standard, it is important to continue to provide information on alternative transportation for employers in the materials provided. Suggestions on improvements to these materials have been provided below.

Materials Given to Employers

Including a diverse range of pragmatic sustainability information in employer handouts (*See Appendix E*) can contribute to creating a more environmentally conscious and informed community at career fairs. We identified the “Employer Information Sheet + Announcements” handout material as an opportunity to do so because it already includes aspects of sustainability. For instance, it includes waste management instructions in the “Food & Beverages” section, and a WTA bus schedule on the back side. We recommend considering the addition of the following and perhaps having a section dedicated to sustainability commitment.

Firstly, we suggest making additions to the existing sections:

Food & Beverages - consider telling employers where waste management bins will be located at the career fair. We understand this can be challenging, so developing a standardized system for each location could help. This would need to be paired with effective bin placement as per our recommendations in the above section. Benefits include increasing the “social pressure” to comply with appropriate waste management because it is directly addressed.

Alternative Transportation - currently employers can only access a bus pass by picking it up at the fair on campus, meaning that employers can only use the pass on their way home from the fair.

Pursue other ways for employers to access a bus pass on their way to and from the fair. Most employers are coming from outside the Bellingham-area and the bus pass may not be an applicable option for them. Provide information on Flix Bus or Amtrak, which makes trips between Seattle and the Bellingham area with frequent stops along the way.

Additionally, we suggest including two or more of the following:

Carbon Offset Information - employers attending can neutralize the carbon emissions associated with their travel to the event. Consider potentially including information on accessible and reputable carbon offset options.

Eco-Friendly Printing Practices - underscore the importance of eco-friendly printing practices such as double-sided printing, the use of recycled paper, and the strategic transition to digital materials.

Virtual Resources - emphasize the use of digital materials and online platforms for setting up booths such as digital brochures and QR codes. Consider offering to help employers make this transition through information sessions.

Promotion of Sustainable Giveaways - emphasize the positive impact of choosing sustainable giveaways made from recycled materials, products with minimal packaging, and items designed for long-term practical use.

Finally, we received feedback from Britta Eschete, and through conversations with employers during our walk-through, about the difficulty in realistically implementing these sustainability suggestions. We recognize that most employers are part of a larger corporation that comes with set standards and is unlikely to change their status quo unless incentivized to do so. Below are some of our suggested incentives that could highly increase the effectiveness of our recommendations:

Recognition and Certification - consider developing a certification system that highlights employers with exemplary commitment to sustainability such as badges, certificates, or acknowledgement in event materials.

Promotional Opportunities - further develop acknowledgement of sustainability efforts for participating employers by promoting them in university communications such as press and online releases.

Cost Savings - highlight the inherent benefits of sustainability and demonstrate potential cost-savings such as reduced printing and transportation costs.

Exclusive Participation Benefits - consider soft-launching a system of benefits for participating employers such as priority booth placement and visibility, or potentially pairing it with promotional opportunities.

Regardless of the combination of strategies, we strongly recommend emphasizing the massive engagement benefits that come with applying sustainability measures. We suggest that Career Services explicitly mentions the sustainability ethos at WWU, and connect it with increased positive social perception of visiting employers, which leads to higher student engagement levels and potential employees.

Sustainability Prompting Questions Guide

Students are increasingly aware and care about the practices of their jobs. Western Washington University provides the unique opportunity to allow students to find a job that correlates to their ethics and allows employers to understand the priorities of Western Washington University Students.

This can be accomplished by a question guide included in the informational materials that are shared through QR codes at the welcome table of the career fair. Currently, there are only two pages included in this, making the inclusion of a prompting question guide easily integrated into current practices. Students can struggle with what to say to employers and this guide allows them to engage with potential employers in a productive manner. In Appendix C we have attached a questioning guide from the [Massachusetts Institute of Technology, Career Fair Sustainable Initiative](#) (Massachusetts Institute of Technology, 2023) that we would like to see something similar implemented at the next career fair. Their questioning guide is quite comprehensive. We suggest including similar educational material, but narrowing it

down to several questions that are area-specific to the industries of the businesses in attendance. The implementation of this goal relates to Goal 2 of the Sustainability Action with which states, “Western supports scholarship and teaching that contribute to the understanding and promotion of sustainability” (Western Washington University, 2023).

Along with a question guide, we suggest the inclusion of how to have a conversation with employers about their company ethics as one of the career fairs educational workshops. Career Services offers several workshops each quarter to prepare students for job fairs or application. Creating a workshop session on this topic could be extremely beneficial for students. If Career Services does not have the expertise or ability to present on this topic, we suggest pursuing a presenter from the Business Sustainability program at WWU. We suggest reaching out to Craig Dunn for further information.

While we are suggesting implementing questions related to sustainability, this can easily be adjusted to focus on any subject.

Please see in the following three pages, possible information and questions to craft a guide for WWU students.

Example from Massachusetts Institute of Technology

Our goal is to prepare students to engage potential employers in a conversation about the companies’ sustainability-related initiatives, practices, and employee opportunities. This guide is meant to provide students with questions to ask and suggestions on how to ask these questions.

Below we have provided questions we think will be the most effective for students at WWU Career Fairs. In Appendix C there is a guide on how to ask questions, how students can exit a conversation, and further questions that are discussion based.

Note two common acronyms:

ESG = Environmental, Social and Governance

CSR = Corporate Social Responsibility.

Does your company or organization...

... have relevant credentials, building certifications, or memberships in the area of sustainability (such as B-Corp, LEED, FSC, a member of the Science Based Targets Initiative or RE100, etc.)?

... build products or deliver services that are good for the environment?

... have sustainability-related goals and/or targets? If so, are they publicly available?

... publish an annual impact report (sometimes called an ESG report or CSR report) that updates stakeholders on its progress towards its sustainability-related goals?

... track its carbon footprint? If so, is it transparent about publicly disclosing its data (such as submitting to the Carbon Disclosure Project (aka the CDP), publishing in an annual impact report, or other)?

... have a ranking by any ESG rating agencies (such as the Dow Jones Sustainability Index (DJSI), Sustainalytics, FTSE4Good, Oekom, etc.)

...publicly support policies and politics at the local, state, and national levels that are focused on driving rapid decarbonization in line with the Paris Accords?

... work with manufacturers in its supply chain to help them move towards decarbonization (Massachusetts Institute of Technology, 2023).

Recommendations to WWU Career Services–Catering

Food salvaging and donation have been recognized by all the stakeholders that we have spoken to as two areas with big opportunities to improve sustainable practices in regards to providing food at career fairs. For instance the Career Services Center has shifted to catering services for visiting employers in order to reduce food waste from single-serve containers. Nevertheless there still remain several barriers to achieving meaningful impacts while providing satisfactory food options for employers. We recognize that some of these challenges are inherent to having a new food provider at WWU, Chartwells, and all the operational complexities that come with this shift away from the previous contractor, Aramark. As such, this section will attempt to provide an initial overview of the areas of opportunity, as well as potential avenues for improvements. However, this section is not intended as a comprehensive guide, rather it is intended as recommended next steps based on feedback from Britta Eschete and an interview with Darrin Gordon, Sustainability Manager at Chartwells.

Areas of Opportunity:

Amidst these challenges also appear promising areas of opportunity. Certified in September 2023, the Washington State RCW 69.80.031, known as the Good Samaritan Food Donation Act (source), has reduced criminal liability for food donors. Essentially, permitted food donors are no longer liable to criminal charges as long as the donation is made in “good faith” and without “gross negligence,” which significantly removes a barrier for food salvaging State-wide.

Furthermore, the still-young partnership between Chartwells and Sustainable Connections (a local Towards Net-Zero nonprofit) to initiate a community food donation pilot program with the Fairhaven kitchen signifies positive steps towards sustainable food practices in the near future.

Recommended Next Steps:

Given that Chartwells’ early operational limitations from their recent take-over temporarily deepen the barriers for sustainable food services at career fairs, there are foundational steps that are important to seriously consider right now. To overcome this barrier and capitalize on the opportunities, a focus on immediate needs in both career fairs and capacity-building in close partnership with Chartwells is essential. Facilitating early-on communication between all involved parties and establishing clear standards and expectations are critical to refining the food salvaging process. This includes two-way open communication about the operational limitations of Chartwells and can be as simple as not being afraid to ask questions twice. It also includes offering to provide assistance during catering setup and being flexible, whilst communicating what works and what does not.

We also believe that jointly exploring the benefits of the newly relaxed WA State food donation regulations is key, particularly in potential partnership with Sustainable Connections which significantly reduces the barrier of transporting donated food.

Understanding how this new legal framework may enable career fair food surplus to be donated to the community presents a tangible avenue for meaningful impact.

Finally, we must also recommend that consideration be given to halting the food services at career fairs as a viable alternative while Chartwells becomes well-established at WWU. Nevertheless, the above recommendations would still stand as forming strong communication channels between Chartwells and the Career Service Center is vital regardless of a temporary pause.

Recommendations to WWU Sustainability Engagement Institute

Changes to Net-Zero Event Planning Guide

It is essential to have a net zero guide or a sustainability event planning guide that is applicable across the university to streamline processes, minimize effort to involve sustainability in planning, and ensure practices align with Western's ethos. The current net-zero guide has several key improvements that need to be made in order to align with the Sustainability Action Plan (Western Washington University, 2017) to reach the goal of becoming a zero-waste campus and clearly defined steps one must take in order to ensure an event is sustainable. While we understand that this work needs to be done in collaboration with several departments in the University, we believe that the best office to tackle this project is the Sustainability Engagement Institute. In order to ensure that the guide is continually updated with the most current information, having one place it is held is essential.

We recognize that this is hard to accomplish so until then there are several recommendations we have created for an Sustainability Engagement Institute student employee to be made to the current zero waste event planning guide and other recommendations that require further effort. While this work could be done by an employee, we see the possible opportunity for a group of students to take on the edits to the guide as a class project for the Campus Planning Studio class. Then an employee would update the guide on a yearly or bi-yearly timeline to reflect current practices and

Using the guides from other institutions and local non-profits we have outlined several additions that need to be made to the current guide. We understand that this is not every change that needs to be made and encourage the editor(s) to meet with stakeholders on campus to ensure the information in the guide reflects Western Washington University practices. Please review Appendix B to view the information collected from guides.

Recommended Changes:

- Define Net-zero
- Create list of stakeholders on campus
 - Recycle Center
 - Chartwells
 - Sustainability Employee, Darrin Gordon
 - Event Services
- Information on how Catering can be most sustainable
 - Food ordering guide
 - What to do with access food

- Sustainable waste practices
 - What waste containers to use and where to access
 - Most up to date signage with images
 - Guide on information to know for different locations on campus due to custodial staff practices differ depending on location
- Educational material to include in event attendee materials
- How to conduct a post-event sustainability survey
- Planning broken up in three sections
 - Pre-event
 - Day of event
 - After event
- Information for if event has volunteers

Monitoring and Evaluation

Continual monitoring and post-event evaluation are integral components of any sustainable initiative because they play an important role in the ongoing improvement of sustainable practices. In the context of career fairs, where events occur regularly, the need for systematic evaluation is that much more pronounced. We recommend that an adapted version of our *Sustainability Inventory Checklist* be implemented as a structured approach to assessing the effectiveness of sustainability measures during each Career Fair. Without a robust monitoring and evaluation framework, it becomes challenging to identify areas for improvement, track progress over time, and demonstrate the tangible impact of sustainability efforts. Moreover, the implementation of said framework will allow the Career Services Center to inspire sustainable practices and promote an ethos of accountability at WWU and beyond.

Tangible Gains:

Conducting a systematic “audit” of sustainable practices at career fairs provides a powerful tool for organizers to identify both strengths and weaknesses in their current approach. This knowledge allows for strategic planning, enabling the prioritization of strategies that build on existing strengths and simultaneously improve targeted practices that are lagging. Identifying strengths and weaknesses also forms a foundation that serves as a reference point for future improvements. This baseline can become a foundational step in an ongoing process that, importantly, sets realistic and achievable sustainability goals. Additionally, this framework provides tangible metrics that can function to quantify the positive environmental impact of career fairs, which includes measuring waste diversion rates, carbon emissions from transportation, and food salvaging. These metrics will facilitate tracking progress over time and help organizers understand the evidence-based effectiveness of implemented changes. Finally, the proposed system is a framework for adapting to changing circumstances like regulations and societal expectations, which ensures that sustainability practices remain relevant and effective.

Legacy Benefits:

Beyond the immediate operational benefits, consistent evaluation offers opportunities for sustainability efforts to transcend. For instance, it provides a platform that activates stakeholders to share feedback and fosters a sense of shared responsibility. What’s more, continued evaluation demonstrates an ongoing commitment to sustainability, which positively influences the perception of career fairs among students, employers and the greater WWU community. This ongoing commitment in itself also does three important things. Firstly, it promotes accountability among stakeholders to uphold sustainability measures, and as a result the career fair becomes a collective effort where all participants play a role in maintaining and advancing sustainability. Secondly, it enhances transparency and builds trust with stakeholders by providing an open view of the impact on the environment and the efforts taken to mitigate it. Thirdly, it attracts like-minded partners and employers which creates a positively-reinforced ecosystem that amplifies commitments to sustainability beyond WWU. By fostering an accountable, transparent, and collaborative sustainability culture that exhibits concrete results to the community, career fairs can potentially influence other events and organizations. In conclusion, the power to quantify and effectively communicate progress fosters accountability and environmental responsibility, which can encourage widespread adoption of sustainable practices across other Western institutions and transcend students’ college experience.

Proposed Framework:

To implement a comprehensive monitoring and evaluating system, we suggest the following which has been adapted from our *Sustainability Inventory Checklist*. We removed some of the sections for our recommendation based on our experience doing the evaluation, with respect to practicality. Note that we also recommend using a quantifiable “grading” system to evaluate the given criteria. For example using percentages to compare the presence of digital materials as opposed to paper and printed materials (see Appendix for example).

Career Fair Sustainability Checklist - Adapted

Waste Management	Availability and placement of recycling bins, compost bins, and trash bins	Amount measured of waste in garbage.	Amount measured of recycled and composted material.
Paper and Print Materials	The number of printed materials, such as brochures, handouts, and directories.	Amount of attendees that use digital materials like QR codes, mobile apps, or virtual materials.	What efforts were taken to reduce paper waste, such as double-sided printing or minimal paper?
	Was collecting and distributing leftover food to attendees or	Types and amount of meat served compared to non-meat options	

Food Salvage and Service	campus food pantries utilized?		
Sustainable Giveaways	The types of promotional items provided by employers.	Were any initiatives taken to encourage sustainable giveaways or alternatives to traditional swag.	
Engagement and Education	The presence of educational materials or presentations related to sustainability.	Efforts to engage attendees, employers, and staff in sustainability discussions.	Any sustainability requirements for employers attending?
Transportation	Options and incentives provided for sustainable transportation to and from the event.	Measure types of transportation used by employers (Flix Bus, bike, public transportation, car, walking)	
Collaboration with Stakeholders	Any partnerships with 3 rd parties to enhance sustainability efforts?	If partnership were utilized, how were they involved to ensure sustainability in planning?	

Budget

Budget for Career Services

Budget for Workshop

Budget Item	Cost per Item	Quantity	Total
Presenter	\$200	3 (per quarter)	\$800
Space for Workshop in VU	\$300	3 (per quarter)	\$900
Promotion	\$50	3 (per quarter)	\$150

Total: \$1850

The Career Services Center currently plans several workshops each quarter. The cost of renting a space in the Viking Union and the promotion is an estimation, but since the Career Service Center already plans several on-campus workshops we hoped that the implementation of this workshop would be able to come from the same budget.

It is important to note that this budget does not reflect the cost for a Career Services employee to design the content for the workshop. Instead we have designated \$200 to pay a guest speaker since we are unsure if employers from the Career Services Center have someone who would be qualified to give a presentation on this topic.

Due to the nature of implementing a new presentation, it will likely be at least a quarter until this can be implemented.

Budget for Alternative Transportation: Renting On Campus Parking Lot

Budget Item	Cost per Item	Quantity	Total
Renting parking spots	\$3,000 (\$8 per spot for 4 hours)	9 (per quarter/year)	\$27,000
Signage (reusable/one-time cost)	\$25	8	\$200

Total: \$27,200

This is the current cost of renting parking spots in lot C on-campus. There is likely a group rate associated with renting parking spaces on campus. We have also included the cost of reusable signs that can be printed on campus to designate the spots for the Career Fair employers. The implementation of this can be for the next career fair.

Budget for Sustainability Engagement Institute

Budget for Editing Net-Zero Guide

Budget Item	Cost per Item	Quantity	Total
Student employee editing net-zero event guideline	\$16.28	20 hours	\$330

Total: \$330

The estimation for the Sustainability Engagement Institute is the estimated work that it would require for the recommendations needed to be made to the Net-Zero Guide. The work would be done by a current Sustainability Engagement Institute employee since the amount of work needed to be done does not require an additional employee position to be created. This does not include meeting with stakeholders and the process to implement this guide university-wide, thus the more budget-friendly option of students editing the net-zero as a project for the Campus Planning Studio class. Please see the recommendations section for further information. Depending on the route taken to edit the guide, it will likely be at least a quarter until these edits are made.

Conclusion

In conclusion, the imperative to align Western Washington University's Career Services Center with sustainability principles is underscored by the global commitment to addressing environmental challenges. This report has delved into the critical intersection of career fairs and sustainability, identifying areas of improvement,

proposing actionable recommendations, and envisioning a future where sustainable practices are seamlessly integrated into these vital events.

The Career Services Center, responsible for organizing career fairs, faces the challenge of planning several large-scale events that are attended by hundreds of students, alumni, and community members. Through comprehensive research, interviews, and audits, our team has identified key areas for improvement and put forth strategic recommendations.

Our recommendations are multifaceted, encompassing waste reduction strategies, alternative transportation initiatives, and the integration of sustainability values into the fabric of career fairs. Strategic placement of waste disposal bins, encouraging eco-friendly transportation, and providing sustainability information to employers form a cohesive strategy. Additionally, by creating a sustainability question guideline for students, we aim to empower attendees to make informed decisions aligned with their ethical values.

The catering aspect of career fairs is addressed with a focus on mitigating food waste and fostering collaboration between the Career Services Center and catering services. Understanding the challenges surrounding food waste and the desire for sustainable catering practices, our recommendations seek to create a more environmentally conscious approach to nourishing attendees.

Furthermore, our vision extends beyond the Career Services Center, as we propose the creation of a university-wide net-zero event planning guide. This guide not only aligns with the Sustainability Action Plan's objectives but also contributes to the broader goal of establishing sustainable practices within the university community.

In essence, our recommendations are aimed at creating a holistic and sustainable approach to career fairs, aligning with Western Washington University's commitment to sustainability. The proposed changes not only address immediate challenges but also contribute to the broader objectives outlined in the Sustainability Action Plan (Western Washington University, 2017). As we strive for progress in university sustainability initiatives, the integration of these recommendations can serve as a catalyst for positive change, ensuring that career fairs become a reflection of the institution's core values.

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Appendix

Appendix A

<p>Waste Management</p>	<p>Availability and placement of recycling bins, compost bins, and trash bins.</p> <p>Only on designated waste-management area. Min-to-more signage on bins. Only one small trash bin</p>	<p>The type and amount of waste generated, including paper, and food waste.</p> <p>A lot of paper waste generated from handouts. Definite food waste (unsure what is done w/ surplus)</p>	<p>The effectiveness of waste diversion efforts</p> <p>QR code map available but not always used. Recycled name tags & paper maps</p>
<p>Paper and Print Materials</p>	<p>The quantity of printed materials, such as brochures, handouts, and directories.</p> <p>~80% of booths have printed materials. ~50% have both print & digital materials</p>	<p>The use of digital alternatives like QR codes, mobile apps, or virtual materials.</p> <p>50/50 Most still had paper & said paper was more effective than digital</p>	<p>Efforts to reduce paper waste, such as double-sided printing or minimal paper.</p> <p>Minimal, most employers already have materials set by their company. Physical copies is status quo</p>
<p>Food Service</p>	<p>Sustainability of food service, including reusable vs. single-use products like cutlery.</p> <p>Buffet self-serve instead of single-serve. Ex: cleaner containers instead of single-serve packs.</p>	<p>Management of food waste, including any food donation or salvage programs.</p> <p>Unknown? Catering removed surplus half-way through event (perishables) but unknown where surplus goes when asked</p>	<p>Strategies for reducing food waste during and after the event.</p> <p>N/A ↳ need to contact Chartwells</p>
<p>Food Salvage and Donation</p>	<p>The process of collecting and distributing leftover food to local food banks etc.</p> <p>N/A → ↳ contact chartwells</p>	<p>Compliance with legal and health regulations related to food donations.</p>	
<p>Energy Usage</p>	<p>Use of energy-efficient lighting and equipment.</p> <p>PAC Gym in charge of facilities</p>	<p>Efforts to conserve energy during the event (turning off lights and equipment).</p> <p>N/A</p>	

Sustainable Giveaways	<p>The types of promotional items provided by employers and their sustainability features.</p> <p>bags, bouncy balls candy, stickers ↳ Marketing for them ?</p>	<p>Initiatives to encourage sustainable giveaways or alternatives to traditional swag.</p> <p>N/A, when talking to employers most said giveaways are opportunities to market their name</p>	<p>Also several comments on why it would be hard to enforce requirements for sust. giveaways. ↳ don't want to discourage employers from coming</p>
Engagement and Education	<p>The presence of educational materials or presentations related to sustainability.</p> <p>Employer info sheet includes: shuttle hours, food disposal info, promo materials recycling opportunity</p>	<p>Efforts to engage attendees, employers, and staff in sustainability discussions.</p> <p>None explicitly encouraged by the Career Fair ↳ opportunity to do so ?</p>	<p>If there are any sustainability requirements for employers attending.</p> <p>NO incentives?</p>
Sustainability Goals	<p>Alignment with the university's sustainability goals and objectives.</p> <p>Not explicit ?</p>		
Transportation	<p>Options and incentives for sustainable transportation to and from the event.</p> <p>Provided free WTA bus pass for employers. No incentives for students ?</p>	<p>Parking facilities for attendees and employers, including bicycle racks.</p> <p>Park & Ride for employers. Provided bicycle parking by gym facilities</p>	
Collaboration with Stakeholders	<p>Partnerships with 3rd parties to enhance sustainability efforts.</p> <p>None ↳ Sust Connections</p>	<p>Involvement of various stakeholders in sustainability planning.</p> <p>unknown</p>	

Post-Event Assessment	<p>If there is a post-event assessment to review sustainability practices.</p> <p>None that is sustainability focused.</p> <p>yes employer paper survey</p>	<p>How these results are used to make improvements.</p> <p>unknown</p>	

Areas of opportunity

Appendix B

[Benchmarks for Zero Waste Event Guide](#)

Appendix C

Example from Massachusetts Institute of Technology

How to ask questions

- Think in advance about what you would like to learn from the recruiter. Then create a list of questions that you would like to ask, keeping in mind the time allotted for your conversation.
- Think of your list of questions as a guide to the conversation, not a fixed list that you must get through. Better to actively listen and to respond to the answers of the interviewee than to stick to your list.
- Listen, listen, and listen. Expect to spend at least 80% of the time listening, not talking.
- Be mindful of time. It's helpful to give the person a heads-up a few minutes before the end of the time. Sometimes they will want to keep talking, but let them decide.
- Be thankful. Be transparent in letting them know that you are grateful for this opportunity.
- *Be respectful. Your goal is not to grill or to judge the person with whom you are speaking, but rather to fill in your own knowledge gaps.*

Dialogue starters- after starting with broader questions, move on to more in-depth ones.

- What does sustainability mean at your company or organization?
- How would you describe the perception of sustainability at your company or organization?
- How much value does your company or organization place on sustainability?

- How does sustainability fit into your company or organization's strategy?
- What role does sustainability play in guiding product design?
- Is there attention to sustainable practices in day-to-day operations?
- What sustainability initiatives are of the highest priority for your company?
- In what area(s) is your company or organization most keen on improving to further its positive impact?
- Where does sustainability "live" in your company or organization? Who oversees sustainability in your organization?
- How is your company or organization working to improve its carbon footprint?
- How does your company or organization incentivize for investment or R&D in energy efficiency, renewable energy, zero-carbon technologies or other carbon-reduction innovations?
- How does your firm practice ethical investing?
- How does your organization educate employees about sustainability?
- How could I get involved with sustainability as an employee at your company or organization?
- Are employees rewarded for making progress on sustainability issues, and if so how?
- To what extent does your company strive to be a leader within its industry on sustainability?

Don't forget to ask!

- Does your company or organization have any job openings available where I could bring a sustainability approach to the work? Are there specific jobs within the company that have a sustainability focus to which I could apply?

What if a recruiter does not have an answer?

- Feel free to go on to another question if you feel this is a dead-end.
- Otherwise, you may be able to change the question into something the recruiter may be able to answer. For example instead of asking about how the company as a whole addresses climate change, you could ask about how people in the workplace incorporate sustainability into their work and actions.
- If you have run out of questions or feel the conversation is headed in a direction that is not beneficial for you it could be time to thank the recruiter for their time and head your own way. More on that below.

How to exit a conversation

The main point is to exit politely and respectfully.

Thank the recruiter for their time, shake hands if appropriate, and then say goodbye.

Keep in mind that neither party wants to waste time and the recruiter will likely be glad to respect both their own and your time.

Questions for industry-specific companies

There are some industries where it is appropriate to ask questions that are relevant to their particular line of work or operations. Look into recent industry-specific trends in sustainability to tailor your questions to ones that are most important to that sector.

Appendix D

Agenda, Campus Planning Studio: Career Fair

November 17th, 2023 10-11am | Teams

Attendees: Darrin Gordon, Julian Medina-Schroeder

Introductions 10:00-10:05 am

1. Name, pronouns (if comfortable), major/job, any other relevant information.

Can answer in person.

Background Questions 10:05-10:20 pm

1. What has been your personal involvement with setting up catering for extracurricular events at WWU, if any?

My involvement in catering is centered around sustainable purchasing of ingredients and the use of single use items In line with Western's policy/requirement, I ensure that we adhere to all of those.

2. In what areas and in what ways do you think that Chartwells follows sustainable practices?

Sustainability is a huge center point for Chartwells. Chartwells and Compass Group have both committed to sustainability goals like cutting food waste by 50% by 2030.

Chartwells tracks everything we buy at the invoice level with its sustainability attribute captured in the process. Metrics include local produce and dairy in support of American family farms, sustainable seafood (in line with Monterey Bay Aquarium Seafood Watch), eco/fair trade certified coffee, chicken produced without the routine use of human antibiotics, and more. This information will be shared after we gather metrics from our first year in operations.

IT is also central to this campus and the partnership that Chartwells and WWU have, allowing for sustainability to be at the forefront of conversation.

Waste not ?

3. What areas have you identified as needing more attention or support in regard to sustainability at Chartwells?

Support in meal donation systems from WWU

More standard waste stream communication and education across campus.

4. How involved are 3rd party players in the operations of Chartwells (campus organizations, outside organizations, non-profits, etc.)?

Chartwells sustainability is currently building relationships on and off campus. Interacting with student groups like Zero Waste club and other SEI affiliated groups, as well as the

Sustainable Engagement Institute itself. Outside of campus we are currently building relationships with Sustainable Connections

Chartwells contract with WWU 10:20-10:30 am

1. Do you know if there were sustainability requirements included in the RFP process with WWU?

Yes it does

2. Is the Chartwells contract with WWU public information? If so, where can it be found?

The contract is not public information.

Food salvaging 10:30-10:45 am

1. Does Chartwells have a current food salvaging policy? What happens with the food that gets removed from catering once the perishable time limit elapses?

The catering team has been successful in preparing the adequate amount of food for an event per guest count, currently we have minimal waste from our events period. If any small food is remaining, it is collected in our waste tracking system.

2. What are some of the barriers to salvaging and donating food surplus for Chartwells? Is there a difference between single serve containers and catering?

I'm not sure what you mean about the difference between single serve containers and catering. However, currently the barriers we are facing are time and resources as we are still setting up those donation streams and systems in collaboration with the basic needs department within student life.

3. Does Chartwells currently partner with local food banks, shelters, non-profit organizations dedicated to food sustainability?

Additional questions from our sponsor 10:45-10:55 am

1. Has Chartwells considered implementing an "ordering guide" to help event administrators plan for how much food to order? Is it possible to order flexible amounts of food (ex: 75% chicken, 25% non-meat option)?

Our catering department is able to accept custom menu requests through the Catertrax portal and then review ordering logistics with customers, talk them through their event needs, and answer any specific questions they might have. Since each catering request is different and varies by size and scale, the best way is to coordinate with the catering team for custom menu requests or food quantity questions to ensure guests feel confident in their specific catering request.

2. Does Chartwells provide to-go boxes when catering an event? If not, why may that be the case?

We do not, that is a food safety service standard because we can't ensure that food will remain safe to eat after the event has taken place.

3. Does Chartwells do a post-event assessment where the event partners can give direct feedback?

Yes, once billing takes place a survey is sent to each event coordinator to rate the service and leave any comments they would like.

Closing 10:55-11:00 am

1. Any additional pertinent information.

2. Final thoughts?

Please visit our website dineoncampus.com/wwu to view all information related to dining including sustainability platforms, catering services, hours, menus, meet the team, contact information and more, and please follow us on instagram and/or facebook @diningatwwu.

Appendix E

Employer Information Sheet + Announcements

WWU Career & Internship Fair

FALL 2023- WINTER 2024 CAREER FAIRS- Please save the date!

- Tech & Engineering Career & Internship Fair: **November 2**
- Graduate & Professional School Info Fair: **November 16**
- All Industries & Majors Career & Internship Fair: **February 1, 2024**
- Environmental, Sustainability & Energy Studies Career & Internship Fair: **February 15, 2024**
- Education: K-12 + higher ed Career & Internship Fair: **March 8, 2024**

WWU STUDENT & PROGRAM + BELLINGHAM INFO

- Student demographics
- Degree programs
- Bellingham information



EMPLOYER PARTNERS PROGRAM

Interested in getting more connected with the WWU Career Services Center?



WTA BUS SCHEDULES

Route 190 Rec Center to Lincoln Creek Park & Ride

Departing Rec Center	Arriving Park & Ride
12:18PM	12:28PM
1:18PM	1:28PM
2:18PM	2:28PM
3:18PM	3:28PM
4:18PM	4:28PM

Route 190S Rec Center to Lincoln Creek Park & Ride

Departing Rec Center	Arriving Park & Ride	Departing Rec Center	Arriving Park & Ride
1:13pm	1:21pm	3:28pm	3:36pm
1:33pm	1:41pm	3:33pm	3:41pm
2:00pm	2:08pm	4:00pm	4:08pm
2:13pm	2:21pm	4:13pm	4:21pm
2:28pm	2:36pm	4:33pm	4:41pm
2:33pm	2:41pm	5:00pm	5:08pm
3:00pm	3:08pm	5:33pm	5:41pm
3:13pm	3:21pm	6:00pm	6:08pm

WWU Career Services Center | 360-650-3240 | www.edu/careers

Employer Information Sheet + Announcements

WWU Career & Internship Fair

Welcome!

Thank you for visiting campus today to meet with WWU students and alumni! Please stop by the Career Services table during this event if you have questions!

LAND ACKNOWLEDGEMENT

WWU's main campus is situated on the ancestral homelands of the Coast Salish Peoples, who have lived in the Salish Sea basin, all throughout the San Juan Islands and the North Cascades watershed from time immemorial.

HELP ENSURE A BENEFICIAL EXPERIENCE FOR EVERYONE!

The Career Services Center is dedicated to promoting and supporting all types of students -and you will have an opportunity to meet members of the WWU Community from different cultures, backgrounds, and identities. Your presence, conversations and coaching help attendees become career ready!

SHUTTLE HOURS

If you need to leave early, before the free **return shuttle begins at 4PM** to the Park & Ride, please see the city bus (WTA) schedule on the back of this sheet -and pick up a free bus pass at the Career Center table.

Wi-Fi - Due to building architecture, access to Wi-Fi in the MAC Gym is unreliable.

Browse for available wireless networks and select **WWUwireless-Guest**.

FOOD & BEVERAGES

A sandwich buffet and beverages are in the **Employer Lounge** (follow directional signage to the elevator, proceed to the second floor, exit to the right from the elevator). Help yourself to refreshments anytime.

Lunch Hours Noon-3:30PM

Employers are welcome to bring a plate or to-go box to their tables. Your plate and all food leftovers can be deposited in the bins marked **compost!** Thank you!

INTERVIEW SPACE

If you'd like to reserve private interview rooms in the Career Services Center (Old Main 280) email us careers@wwu.edu. There is no charge for use of rooms.

RESTROOMS

Restrooms are located outside of the MAC Gym space, look for pink directional signage.

PROMOTIONAL & DISPLAY MATERIALS

Unused display materials? Please take them with you. Place leftover paper materials in the recycle bins or make appropriate shipping arrangements. You are welcome to donate company "swag" which we use as prizes or giveaways for students.

Where does your display case need to go next? You can deliver your display case to:

- USPS Office (on-campus): Viking Union 551, 9AM-4PM (requires a prepaid shipping label)
- UPS: 336 36th St, Bellingham, WA
- FedEx Office: 501 Holly Street, Bellingham, WA