

FALL CAREER FAIR POLICY FOR RECRUITERS:

Fall 2008

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



Thank you for your interest in participating in our Fall Career Fair. Due to capacity limitations for the on campus venue at which our Fall Fair is held, we try to provide our students with as many different opportunities as possible while also recognizing a need to balance them amongst all academic majors represented. Please refer to the following points of information regarding considerations for the planning of the fair.

- **Initial information** is available at www.citadel.edu/career_services/fair_list.htm. Further details (date, time, fees, registration deadline, etc.) are made available approximately 4 months in advance through this site.
- **Invitations** (by email) are extended to more than the total number of employers and graduate schools the venue holds, with the invitation list reflecting student interest and our academic programs. We ask that organizations with multiple office locations share one table to allow for as many organizations as possible to be represented.
- **Registration is required to reserve a space and is accepted through the specified deadline or when the capacity limit is reached** (whichever comes first). (**Please Note:** The email invitation does not mean a space has been reserved for your organization. We know that not all those invited are able to attend due to other commitments, etc. and thus we require a completed registration form and fee to reserve a space at the fair).
- **We review all requests to participate and consider the fit with student interest.**
- **Registration Materials** are provided on a stand alone web page and the link is provided within the invitation email sent 2-3 months prior to the date of the fair.
- The **registration deadline is set for 3 weeks prior to the date of the fair** so that logistics and other necessary arrangements and preparations may be made to provide a professional Career Fair. **Registration will close sooner if the capacity limit is reached ahead of the deadline.** (**Please Note:** *We are unable to register organizations after the deadline or on-site the day of the fair. Additionally, our final counts for our preparations and vendors will be based upon the number of representatives [1-4] you list as attending as of the registration deadline.*)
- **The Citadel Fall Career Fair is not open to the public.** Only current students and alumni (as appropriate) may attend. Employers seeking only summer or part-time employees **or only** alumni candidates are invited to post such positions to our job board (*The Gate*). The Fair is designed to provide current students with an opportunity to meet employers regarding full-time and internship positions, as well as admission representatives for graduate programs. If you seek summer/seasonal candidates in addition to full-time and/or internship candidates, please also share these opportunities.
- **Note to School Districts.** We do not hold Education Only career fairs since our program is small. In the fall, an average of 15 students graduate, with the majority completing a graduate program. In the spring, an average of 15 undergraduate and 18 graduate students complete their degrees. Please refer to <http://citadel.edu/education/index.html> for information on the programs offered by The Citadel's School of Education. Pursuant to the need to provide a balance of opportunities amongst our represented majors, space at the Fall Career Fair for School Districts is very limited. As an alternative to your attendance, please consider posting your opportunities to *The Gate* or emailing a flyer about your openings and/or own educator fairs to Jennifer.Wells@Citadel.edu. We will link them to our web at www.citadel.edu/career_services/Education.htm for the academic year.
- **Registration for the career fair is not available to third party recruiters or staffing agencies.** The Citadel Career Center is a member of the National Association of Colleges & Employers (NACE) and follows their ***Professional Guidelines*** (scroll to bottom of page of this link). Please consider posting opportunities via ***The Gate***, our online job board, per our office's policy regarding Third Party Recruiting. Access to and information about ***The Gate*** may be found at www.citadel.edu/career_services/info-employers.htm. Additionally, we are prohibited from advertising "business opportunities" to our students at the fair and on our job board.
- **Employers may also connect with our students (and alumni)** by posting jobs, summer employment, and internships through ***The Citadel Career Center Gate***, the online job/internship posting and resume database system. Please refer to www.citadel.edu/career_services/info-employers.htm to access ***The Gate***.

Thank you again for your interest. Best Regards, The Citadel Career Center