

FUTUREQUEST 2008 CAREER FAIR POLICY FOR EMPLOYERS:

Held for the Students (and Alumni, as appropriate) of The College of Charleston, The Citadel, and Charleston Southern University

Thank you for your interest in participating in the *FutureQuest 2008 Spring Career Fair*. Due to capacity limitations, we try to provide our students with as many different employment opportunities as possible while also recognizing a need to balance them amongst all academic majors represented.

To request an invitation, please refer to the following points of information regarding considerations for the planning of the fair and email Jennifer.Wells@Citadel.edu.

- The *FutureQuest 2008 Spring Career Fair* will be held on **Wednesday, February 20**. **Initial information** is available at www.citadel.edu/career_services/FutureQuestFair.htm. (Fee and display information will be provided via this site soon for your planning purposes only; do not send payment prior to receiving access to the registration materials).
- **We will review all requests to participate and consider the fit with student interest.**
- **Invitations** (by email) are extended to more than the total number of employers the venue holds, with the invitation list reflecting student interest and the academic programs of our colleges. We ask that organizations with multiple office locations share one table to allow for as many organizations as possible to be represented. **The invitation email will be sent in late November/early December 2007 with a link to the registration materials.**
- **Registration is required to reserve a space and is accepted through the specified deadline (1/30/08) 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.
- The **registration deadline is set for 3 weeks prior to the date of the fair (1/30/08)** 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.*)
- Organizations may bring **no more than four (4) representatives** and are asked to indicate **one (1) contact on the registration form**. This person serves as the liaison between the organization and the *FutureQuest 2008* Staff regarding the exchange of information for the organization's participation.
- The *FutureQuest 2008 Spring Career Fair* is **not open to the public**. Only current students and alumni (as appropriate) from the 3 colleges may attend to learn about full-time careers and internships, as well as seasonal and part-time jobs. Employers seeking **only** summer or part-time employees **or only** alumni candidates are invited to post such positions as appropriate with the Career Centers. The Fair is designed to provide current students with an opportunity to meet employers regarding full-time and internship positions. If you seek summer/seasonal candidates in addition to full-time and/or internship candidates, please also share these opportunities.
- **Registration for the career fair is not available to third party recruiters or staffing agencies.** The Career Centers are members of the National Association of Colleges & Employers (NACE) and follow their [Professional Guidelines](#) (scroll to bottom of page of this link). Please consider posting opportunities per each Center's policy and procedure.
- **Employers may also connect with our students by posting jobs, summer employment, and internships through each college's posting system.**

Thank you again for your interest. Best Regards, *The FutureQuest 2008 Career Fair Staff*

College of Charleston

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Coordinator of Recruiting, Career Center
www.cofc.edu/%7Ecareer/employers.html

The Citadel

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