

RECRUITMENT POLICIES

Thank you for your interest in participating in our Fall Career Fair! Due to capacity limitations for the 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.

- **General information**, including links to Citadel programs of undergraduate and graduate study, is available at <http://www.citadel.edu/career/recruiters/career-fairs/fall.html>. Further details about the career fair (date, time, fees, registration deadline, etc.) are made available approximately 3-4 months in advance through this site.
- **We 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 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.
- **For School Districts:** Please refer to <http://citadel.edu/education/index.html> for information on the programs offered by The Citadel's School of Education. Recognizing that our Teacher Interns are limited in the number of days they may be absent from the classroom (and thus are typically unable to attend our Fall Career Fair) and as most of our non-Education majors are not interested in teaching, we have determined that it will serve School Districts better to reach interested Citadel students (and alumni) by posting their job openings on **The Gate**, our online job board and resume database. You may also attach a flyer to your own job fair for students and alumni to view. Please register to post on *The Gate* via <https://citadel-csm.symlicity.com/employers/>. We also direct students interested in SC School Districts to www.cerra.org/home.html and www.teachers-teachers.com/southcarolina/.
- **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 guidelines. Please consider posting via **The Gate** at <https://citadel-csm.symlicity.com/employers/> per our office's policy regarding Third Party Recruiting. Additionally, we are prohibited from advertising "business opportunities" (which require financial investment) to our students at the fair and on *The Gate*.
- **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 career fair registration form and fee to reserve a space at the fair.
- **All participating organizations must have an account on *The Gate* (<https://citadel-csm.symlicity.com/employers/>) in order to access the separate online Career Fair Registration when it becomes available** (early/mid August). The individual who owns the account will be considered your organization's career fair contact and will receive all career fair correspondence from The Citadel Career Center regarding your organization's participation to share with your representatives attending the fair. (Your organization may have more than 1 Gate account to post

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positions and view resumes; however, only one account will have access to register for the fair to prevent duplicate registrations).

- 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. The Fair is designed for current students to meet employers regarding full time and internship positions, as well as admission representatives for graduate programs. If you seek seasonal candidates in addition to full time and/or internship candidates, please also share these opportunities. Employers seeking only seasonal or part time employees **or** only alumni candidates are invited to post such positions on *The Gate*.
- **Employers and Graduate Schools may also connect with our students** (and alumni) by posting through *The Gate*. Employers may post full time, part time (for evening students), internship, and seasonal positions, while Graduate Schools may use the job posting form to post information on their programs of graduate study. Please refer to <https://citadel-csm.symphlicity.com/employers/> for details.