



Light Your Way at The Citadel Fall 2009 Career Fair

•Wednesday, October 28 •12:30 pm – 4:00 pm •The Holliday Alumni Center, The Citadel

INITIAL INFORMATION FOR RECRUITERS

The following information is for your planning purposes. Registration will open in early- to-mid August.

Background Information:

- **The Citadel Fall 2009 Career Fair is open to All Citadel Students.** Alumni may attend as appropriate, recognizing that most opportunities are for entry-level positions. *The event is not open to the public.*
- **UPDATED:** Review the **Fall Career Fair Policy** and information about The Citadel via www.citadel.edu/career_services/fair_list.htm#employ.
- **NEW:** Please note the new timeframe of our Fall Career Fair: 12:30 – 4:00 pm. We are starting and ending 30-minutes later than past fairs in order to accommodate students with Wednesday afternoon class schedules.
- **Discuss** your opportunities (full time, internship, and graduate study) with, and collect resumes from, students and alumni (as appropriate) that have an interest in your organization. Employers seeking only seasonal or part time employees or only alumni candidates are invited to post on **The Gate**, our web based career management and recruitment system (job board, resume database, and more). If you seek seasonal candidates in addition to full time and/or internship candidates, please also share these opportunities.

Registration Packages:

Please Note: The following fee information is for your planning purposes only. **DO NOT send payment until you submit your online career fair registration.** Payment instructions will be provided with the registration.

- Please plan to select either the **Standard Registration Package** at \$150 or the **Non-Profit and Government Agency Registration Package** at \$100, as appropriate to your organization.
- **The Registration Fee covers:** attendance at the fair up to a maximum of 4 representatives, publicity on campus, a morning beverage service, luncheon for each registered representative, one 6' table with white tablecloth, 2 chairs, and parking for up to 2 vehicles.
- **Payment** is expected by the day of the Career Fair (10/28/09) and greatly appreciated in advance to help pay upfront costs, as well as expedite the administration of the fair arrangements.

Registration Process:

- **Space is limited to the first 65 organizations to officially register.** Organizations may register for one (1) six foot table with a maximum of four (4) representatives. Those with multiple office locations are asked to share a table to allow for as many organizations as possible to be represented.
- **NEW:** All participating organizations must have an account on **The Gate** in order to access the **online Career Fair Registration** when it becomes available (early/mid August). The individual who registers for 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.

Details about **The Gate** may be found at the Recruiter section via www.citadel.edu/career_services/TheGate.htm.

- **To request an invitation**, please email Jennifer.Wells@Citadel.edu, Associate Director, and include the following information as appropriate: position types, majors typically sought, graduate programs available.
- **While registration will officially close on Wednesday, October 7, 2009 (5:00 pm), we will stop accepting registrations should our capacity limit be met prior to then.** 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. We do not accept registrations 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) that a registered organization lists as attending as of 10/7/09.
- **An Invitation Email** will be sent to your organization's contact from **The Gate** in early/mid August 2009 with details regarding the registration process and access to the **online Career Fair Registration**.
- **An Official Confirmation with Payment Receipt will include:** Area Accommodations, Parking/Directions, Shipping Materials Ahead, and Day of Fair particulars.

Your Display:

- View a photo slide show from past Fall Career Fairs held at the Holliday Alumni Center: www.citadel.edu/career_services/fair_list.htm.
- Your display should fit behind or on top of a **6' covered table**.
- Electrical access is not available for safety measures.
- Internet access (Wireless or Ethernet) is not available at the fair venue.
- Balloons are not permitted inside the Holliday Alumni Center.
- Should you have any extra literature at the conclusion of the Career Fair, please leave only up to 10 copies at the Check-In Table in the lobby. We are unable to transport or store any additional pieces of literature.
- **Shipping Instructions** will be provided with the Official Confirmation email sent to your organization's contact after your registration is processed. Please **DO NOT** ship packages to The Citadel Career Center! We are unable to store or transport materials to the fair. Please also note that organizations must make prior arrangements for return shipments to be picked up from the fair. The fair's venue is not equipped to handle your return shipping arrangements. **Please bring your own shipping forms!**

Thank you for your interest in The Citadel Fall 2009 Career Fair! Best Regards, The Citadel Career Center