



# University Career Services

Employer Career Fair Policies



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**General Statement**

All users of Panther Career Net, whether GSU students, alumni or employers, agree that the information contained within the software is for the purpose of job-related activities only. Personal and company information provided is voluntarily submitted and is solely for the purpose of connecting students and alumni with employers. In no circumstances is the information contained within Panther Career Net to be used for non-job-seeking activities or non-applicant-seeking activities. Panther Career Net is solely designed for career-related activities. Violation of the above policy will result in the removal from the system.

Should a problem or concern ever occur, University Career Services wants to know immediately. University Career Services will review each complaint/concern thoroughly and, if legal concerns arise, the complaint/concern will be referred to the Office of Legal Affairs at Georgia State University.

We ask that all users respect the privacy rights of each registered user.

**Employer's Statement**

Panther Career Net is designed to help you connect with potential GSU student/alumni employees. When you register, you agree to provide personal and company information that is common to any job board. The registered student/alumni will have access to your submitted information. While Panther Career Net is not an actual job application or interview tool, the information you provide will help potential employees review your job postings. They will use the information you submit to make the decision to apply to your posting. Please be sure that your submitted information is accurate and information you want to make public to registered students/alumni.

By agreeing to the above statements and by submitting your information, you voluntarily agree to make your information available to students/alumni for their review. If you want to make any changes to your information, it is your responsibility to make those changes. Further, it is your responsibility to contact University Career Services should any concerns arise. In addition, you will have access to specific student/alumni information that is considered personal, such as home telephone numbers and addresses. As a user of Panther Career Net, you are expected to respect and protect the privacy of the student/alumni data and proceed with due professionalism. Should you have any questions, we at University Career Services are happy to assist.

\*\*University Career Services reserves the right to deny any potential or currently registered employer access to Panther Career Net should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or put any GSU student/alumni in harm's way. Any legal violations will be referred to the Office of Legal Affairs at Georgia State University.\*\*

**Required Equal Employment Opportunity (EEO)/Solomon Amendment and Non-Discrimination Statement**

University Career Services asks all companies/agencies/firms (organizations) recruiting Georgia State University students and Alumni to sign the statement below (a separate form is provided to all companies attending the fairs or conducting on-campus activities and is available on University Career Services' website). This form is valid for one year and is to be renewed by the company when they visit the campus, typically at a Career Fair or during on-campus recruiting events. University Career Services cannot promote employment or internship opportunities offered by organizations that do not adhere to the statement below:

\_\_\_\_\_ (name of organization), its representatives, hereby affirms it is an equal opportunity employer, offering employment without regard to race, color, religion, gender, national origin, age, disability, or citizenship unless required, and provides equal employment opportunity to all veterans.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business License No.: \_\_\_\_\_ State/City of Issue: \_\_\_\_\_

Unless covered by the Solomon Amendment, organizations found not adhering to the above EEO statement will be refused service by University Career Services and will not be allowed to participate in any and all University Career Services activities until the situation is corrected. Further, such companies, and/or its employees, will be referred to the University's General Counsel.

**Solomon Amendment**

If your organization falls under the regulations of the Solomon Amendment, please check the box below. Your check will indicate that you are a U.S. Military recruiter and that the above EEO statement is not applicable to your organization.

Name of military branch: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Career Fair Policies

### Walk-on Registration

On occasion one or two tables may become available for walk-on registrants. These tables become available because of "No-shows." If such a table becomes available, University Career Services will release that table 30 minutes into the fair to the employer who made the first walk-on request (and a second table to the second request, etc.). The fee for that table will be the regular rate plus the late fee. That employer must have payment in hand (check, money order, credit card; no cash). University Career Services does not encourage walk-on registrations as we cannot guarantee table availability.

### "No-Show," Cancellation, and Refunds

On occasion, an employer may for whatever reason decide not attend a career fair for which they have paid and registered. If that employer "no-shows," that is, does not come to the fair and does not notify University Career Services prior to the event that they are not coming, the full fee for the fair (or fairs) is assessed. If the account has already been paid, then those monies are forfeited. University Career Services will make available the table spaced rented to that employer to the first-come, first served "walk on" registrant. University Career Services will wait 30 minutes after a career fair opens to the students and alumni as the cut-off time to determine a "no-show."

Late arriving employers must inform University Career Services of their late arrival time. Call ahead! University Career Services will post a sign on late arriving employer tables noting their ETA. Late arriving employers who fail to notify University Career Services in advance may forfeit their table space. Call 404-413-1820 for assistance!

### Refunds

- a. Refunds are not available four weeks (28 calendar days) prior to any University Career Services event. University Career Services will not carry over a registration or event fee to the next semester's fair or event. All refund requests must be made in writing on company letterhead.
- b. No refunds will be given for "no-shows" to University Career Services events. Fees paid are forfeited.
- c. No refunds are given to any company/business that has violated a University Career Services policy and is denied services. Fees paid are forfeited.
- d. Please understand that University Career Services does not cut refund checks; instead, the University's Controller's office does this. Refunds will take some time to process.

### **Participation and Attendance**

- a. The Career and Internship Fairs are hosted by University Career Services are solely for employers to recruit student and alumni candidates, and for students and alumni to meet employers to discuss career and internship opportunities.
- b. University Career Services events are not for employers to solicit employer business contacts. If an employer is found to be conducting business other than recruiting students and alumni for possible positions, that employer will be asked to leave the event immediately. In addition, that employer forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see page 7).

### **Table Assignments**

- a. University Career Services assigns tables using a complex formula that takes into account display needs, electrical needs, number of recruiters present, and competition (we try to never place competing employers next to or opposite each other).
- b. Tables cannot be shared by employers. One table per company/business/organization
- c. Table assignments are final. If an open table is available on the day of a fair, an employer may request to move. The Director of University Career Services will facilitate such discussions and all decisions are final.

### **Extra Tables and Special Table Set Up**

On occasion, employers request extra tables or a special table arrangement. Because of Georgia fire code and a diligent fire marshal, University Career Services adheres to the pre-determined possible layouts for the career fair. There are only a limited number of spaces for extra tables and the configurations are therefore limited. The fee for an extra table is \$200.00. Requests are processed by sequence and by payment.

### **Payment**

- a. University Career Services can only process credit card payments, money orders, and check payments. Checks and money orders are to be made out to: Georgia State University. Cash payments are not accepted as we cannot process cash. University Career Services will process payments in a timely manner and will make available receipts when requested, and will fax payment confirmations for Career Fair activity, when requested.
- b. When an employer or agency is assessed a fee by University career Services, if not already existing, an account for that entity is established. The employer is responsible for charges posted to this account. When the account is past due after 90 calendar days (after the paid event), University Career Services has the right to send the account to Collections and assert for immediate payment. While the account is in Collections, the employer and its agents will be denied service.

- c. When a company uses a third party accounting firm/agency to process payments, University Career Services is not the vendor and will not be held to any special/contractual agreements between the employer and that accounting firm. Specifically, no additional obligations are incurred by University Career Services in order to receive payment. If an accounting firm/agency chooses to ask University Career Services to verify employer attendance or activity through University Career Services events, University Career Services may provide a letter of verification of attendance, but is not obligated to take photos, take statements or use any notary services to verify attendance. Such obligations will be refused. If the employer cannot resolve this issue with their financial department or accounting firm/agency and the account is due, then University Career Services may send the account to Collections and assert for immediate payment. While the account is in Collections, the employer and its agents will be denied service.

### Career Fair Attendance Rules for Third Party Recruiters

Third Party Recruiters are not eligible to participate in the Career and Internship Fairs – unless recruiting under the following parameters:

- a. Third-party recruiters will only recruit for positions which students would be a direct employee of the third-party recruiter. This means the employee is paid by the third-party recruiter and not by the client-company.
- b. If recruiting for client-company, third-party recruiters can only recruit for ONE client-company. No exceptions.
  - o Third-party recruiters will not recruit for two or more client-companies that are attending the career fair.
  - o Third-party recruiters must represent only one client-company – and this is visible and made known to students. Students should be informed of the application protocol, as well.
  - o Collateral and presentation must clearly represent the client-company – not the third-party recruiting agency.
  - o Third-party recruiters cannot distribute agency collateral – as this represents a business-to-business effort or can be misconstrued as multi-client representation.
  - o Third-party recruiters will not act as a hiring agent for multiple client-companies in which the placed employee is paid by the client-companies.
- c. Third-party recruiters will not approach participating career fair employers for the purpose of developing their company's client base or to conduct business-to-business activities.
- d. Third-party recruiters will disclose to University Career Services all positions and companies they are recruiting for and post those positions on their table at the fair.
- e. Third-party recruiters will not collect student résumés for the purpose of building data bases for any future employment opportunities. Résumés will be collected only for current openings.
- f. Third-party recruiters will clearly explain to students the type of position they are applying for (Permanent or Temporary to Permanent) and the placement locations.
- g. Third-party recruiters will sign an agreement at the day of the event to acknowledge receipt of these rules and agreement to comply. Non-compliance or refusal to sign will result in:

- Expulsion from the event.
- Forfeiture of any fees paid for the event or future events.
- Banned from campus for one year.

### **Denial of Service**

University Career Services reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; renegeing on established agreements between University Career Services and the employer (verbal or written); renegeing on a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Georgia State University students, alumni, staff or faculty; failure to adhere to University Career Services policies and/or any other violation of Georgia State University rules and regulations.

When a company has been denied service, the company must cease the identified behavior/action, rectify the situation both in writing and in deed to University Career Services any other individual involved, and withdraw from the University for a period of one year from the date the rectification occurs. Any fees paid to the University for University Career Services services during this period are forfeited to the University. Withdrawal from the University includes, but is not limited to, participating in the Career Fairs, On-Campus Interview program, Panther Career Net, informational sessions, or working with colleges, departments faculty or students.

University Career Services has the right to send to Collections outstanding accounts after 90 days of non-payment. (The day after the event for which the balance is due is day one of this 90-day period.) If the only issue is non-payment, as soon as an account is cleared, that employer may re-engage in services.