



**Career Center**

**POLICY & PROCEDURE  
ER 03**

## **POLICY/PROCEDURE MEMORANDUM**

**TO:**  
**FROM:**  
**SUBJECT:** Job Fairs  
**LAST REVISION:** June 20, 2011

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Job fairs provide an excellent opportunity for students to network with employers to explore internships, cooperative education opportunities and full-time jobs. The Career Center has outlined specific employer policies for job fair participation.

### **Employer Eligibility**

Employers/contacts are not allowed to register for and/or attend job fairs under the following circumstances:

- Any organization or contact that is denied access to the JobMate employer directory.
- Any organization that is ineligible to post positions.
- Past-due organizations (organizations that have not paid their registration fees from previous events). These organizations' accounts will be inactivated until payment is received.
- Organizations who seek only to promote their services or products, rather than actually recruit job fair attendees for employment opportunities.

Third Party Recruiters are subject to additional guidelines to attend a job fair. See the Third Party Recruiter Policy.

### **Refund/Cancellation Policy**

- Employer registration payments must be received no later than two (2) weeks prior to the event.
- If an employer has not paid in full and/or cancels less than two (2) weeks prior to the event, the organization will be held responsible for the payment.
- All cancellations must be provided in writing by email to [erlake@mailbox.sc.edu](mailto:erlake@mailbox.sc.edu). Confirmation that the cancellation was received will be sent to the employer upon receipt of the email.
- Future registrations for events will not be allowed until the balance is paid.
- If an employer registers on or after the two-week period prior the event, all payments must be paid in full at the time of registration.
- No refunds will be issued 14 days or less prior to the event.

### **On-Site Registration**

- Employers are permitted to register on the day of the fair.
- The Assistant Director for Employer Relations or the Coordinator for Employer Relations and Events should be notified to manage these requests.
- The employer will be asked to complete an On-Site Registration Form.
- Credit Card information must be provided at the time of the registration.



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- Career Center staff members will enter the registration information into JobMate on the day following the job fair.
- Employers who complete an On-Site Registration form will be assigned the next table available at the end of the row of employers who are listed in alphabetical order.
- Employers who conduct on-site registration will not be included in the employer listing or any of the marketing material for the fair.
- Employers will pay the cost of the job fair registration plus a \$75 late fee.

**Hazardous Weather and Emergencies**

- In the event of hazardous weather, the Career Center will not host job fairs if the University of South Carolina has cancelled classes.
- In the event of any emergency, the Career Center will not host job fairs if conditions are deemed to be unsafe.
- The Career Center will make the decision on whether to cancel a job fair no less than three hours prior to the scheduled job fair.
- The Career Center will make every reasonable attempt to post notification on the Career Center website [www.sc.edu/career](http://www.sc.edu/career) no less than two hours prior to the scheduled job fair.
- In the event the career fair is cancelled, employers will be able to apply any paid or pending registration fees/payments to attendance at the rescheduled job fair.
- In the event an employer is unable to attend due to inclement weather, or an emergency in his or her geographic area, there will be no refund, or compensatory registration at an upcoming job fair.

Questions about job fairs that are not answered by this policy should be directed to the Assistant Director for Employer Relations.