Marquette University’s Career Services Center invites employer organizations to register for the Fall Career Fair provided they meet the following basic criteria:

- The organization must have actual or anticipated bona fide internship, co-op, or full-time opportunities for our students and alumni.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers at the Fall Career Fair.
- All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking, etc.
- Employer organizations are expected to be familiar with and to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals revised in January 2008. To review the NACE standards, please visit: http://www.naceweb.org/principles/?referal=knowledgecenter&menuID=203.

**Third Party Recruiting/Staffing Agencies**

Third party organizations are charged a higher registration fee due to their nature of work and the ability to recruit students for multiple organizations to make a profit. Furthermore, the agency must meet the following requirements in order to attend the Fall Career Fair:

- Charge no fees to the candidate.
- Provide a position description for valid openings.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

**Commission Based Employers**

Commission sales positions may attend the Fall Career Fair provided that the compensation arrangement is clearly noted on job listings and is thoroughly explained in recruiting conversations and interviews with students and alumni.

**Financial Services Employers**

Financial Services positions may attend the Fall Career Fair provided that all conditions for advertised positions are clearly noted on job listings and are thoroughly explained in recruiting conversations and interviews with students and alumni. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking, etc.

Due to space limitations, financial services hiring for primarily commission positions will be limited to 10 organizations at the Fall 2014 Career Fair.

**Confidentiality**

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student/alumni information to another organization without the prior written consent of the student/alumni, unless necessitated by health and/or safety considerations.

**Refund Policy**

If the Career Fair is NOT cancelled due to inclement weather and still proceeds as scheduled, MU Career Services holds that organizations benefit from the Fall Career Fair and its promotion even if the organization is unable to attend. In this case:

- Organizations receive exposure through the Career Services website.
- Organizations receive exposure through career fair guidebook.

For these reasons, MU Career Services does not offer refunds to no-shows or cancellations after September 8, 2014.
Inclement Weather and Cancellation Procedures

1. The Career Services Center staff will monitor weather conditions and consult with university officials and civil authorities.
2. Should a weather emergency be occurring or imminent, the Career Services Center staff may come to a decision to cancel an event.
3. When a career event is cancelled, the Career Services web site will be updated with the news. The Career Services staff will also be briefed with official information to disseminate to callers requesting information. Should the Career Services Center be closed, the outgoing voice mail message will be updated to include closure information.
4. Good faith efforts will be made to communicate event cancellation to relevant constituents via email messages and phone calls.
5. Due to organizations receiving exposure through the Career Services website and the career fair guidebook, a refund of 75% of the registration fee will be refunded via check to the organization.

Floor Display Size
Each organization receives a 6x8 space to use a floor display (gold sponsors receive an extra 4 feet as part of their registration fee). Display space will be strictly enforced. If an organization exceeds the allotted area and infringes on neighboring booths, they will be asked to remove the portions of the display which exceed the space.

Disclaimer
MU Career Services requires all employers who attend the Fall Career Fairs to follow the Equal Employment Opportunity (EEO) practices as well as NACE Professional Standards in the recruiting process. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation or disabling condition. By registering your company or organization with us, you agree to accept and comply with the policies and procedures of MU Career Services regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of MU Career Services. If MU Career Services determines that an employer has practiced recruiting techniques that are inconsistent with the requirements set forth in this policy, the employer will not be allowed to attend the Fall Career Fairs, or will be asked to leave if already present.

All decisions concerning registration of companies and organizations are made in MU Career Services’ sole discretion.

**Please note – New Policy for 2014 Career Fairs: The guidebook is generated from your registration information. If you have changes/additions from what you registered, please contact Sharon Hansen at sharon.hansen@marquette.edu. Due to printing timelines, additions/revisions must be received no later than September 1st.***

Fall Career Fair Online Registration & Fair Logistics
Contact Marquette University Career Services at 414-288-7423 or Sharon Hansen, sharon.hansen@marquette.edu

Marquette University Career Services Center | www.marquette.edu/csc | career.services@marquette.edu