

Carthage College Career Fair Policies
Effective June 2013

Policy on Commission-Only Recruitment

Firms offering commission-only positions are allowed to attend the Carthage Career Fair ONLY if they are recruiting for salaried positions requiring a degree, i.e., an insurance firm may recruit for underwriters, but not commissioned sales representatives.

Firms that are recruiting exclusively for commission-based (or salary-to-commission) careers are not permitted to attend career fair events.

Financial Services Employers & Insurance Agencies

This category pertains to positions that are more than 50% commission based and/or require out-of-pocket financial expenses including test-taking. All conditions for advertised positions must be **clearly** noted on job listings and are thoroughly explained in recruiting conversations and interviews with students and alumni. Only one branch office from each corporation will be allowed participation in the career fair.

Third Party Recruiter Policy

According to **NACE**, the National Association of Colleges and Employers, third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

Third-Party Recruiter Services

1. Third party recruiters who are hiring for positions within their own organization may participate in the On Campus Interview Program.
2. Third party recruiters who are hiring for positions outside their own organization may post a position on Carthage Career Connection. The Career Services Center will approve these jobs prior to posting and will reserve the right to request and verify the identity of the clients being represented.
3. Third party recruiters may be approved to attend our career fairs if space permits (up to 5); additionally they may be asked to disclose the name(s) of the client(s) they represent. A limited number of tables will be available. The Career Services Center reserves the right to place such organizations on a waiting list.

Event Cancellation Policy

If Carthage College closes due to weather conditions, the career fair event will also be cancelled. In the event that Carthage College cancels classes but does not officially close, Career Services staff will decide whether or not to cancel the event.

Refund Policy

Carthage holds that sponsors benefit from the event and its promotion even if they are unable/do not attend:

- Resumes are collected and mailed to the recruiter(s)
- Firms received exposure of their firms through Carthage web advertising

For these reasons, Carthage does not offer refunds to no-shows.

Sponsors who are unable to attend the career fair because of inclement weather and who request a refund will be offered a 50% refund.

All refunds must be requested; Carthage will not automatically offer them.

Cancellation Procedures

1. The Carthage Career Services staff will monitor weather conditions and consult with college officials and civil authorities.
2. Should a weather emergency be occurring or imminent, the Carthage Career Services staff may come to a consensus decision to cancel an event.
3. When a career event is cancelled, the main College's web site will be updated with the news. The front desk 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 e-mail messages and phone calls.

Conditions

By participating in these services, organizations agree that they will adhere to EEO standards in all recruiting activities, that no fee will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.