

Department of Career Services, University of Connecticut
Career Fair Admission and Registration Policies

Admission Criteria/Policy

1. Admission/selection of employer Career Fair participants is based on the current job market conditions, student demands, and a desire to create a balanced industry presence at the Fairs as determined by Career Services Staff.
2. Invitations to Career Fairs will be extended and approved for table space at the Fair in question in the following priority order:
 - All employers who participate (in the previous academic year) in the “Friends of Career Services”* program.
 - All employers who participated in the Career Fair in question (to which the employer is seeking admission) during the prior academic year.
 - All relevant employers in the Department of Career Services HuskyCareerLink database.
3. Employers receiving Early Bird** invitations are placed in an admission preference category, and all reasonable attempts will be made to accommodate prior attendees unless an extreme imbalance develops in the industry representation of employers. A Committee composed of Career Services professionals will construct the final list of employers approved for attendance at the Fair with the approval of the Director of the Department.
4. Table space for Career Fair participation is guaranteed for Early Bird employers **ONLY IF** registration is complete and payment is received in Career Services by the deadlines published for the specific Fair to which the employer is seeking admission.
5. Admission of attendees beyond the Early Bird employers will be determined based on the overall number of employer participants already admitted, as well as overall industry representation at the time of registration. Registration requests are considered only after the online registration form is complete and payment has been received by the Department of Career Services.
6. Employers who have sponsored a program, service or event, for the Department of Career Services, exceeding \$5,000.00 will have the Career Fair fee waived within the academic year of their donation. The waiver will be applied to any Career Fair during the academic year that “Sponsorship Employer” indicates interest in attending.

Registration Status Notification Policies

1. Each registration request for the Career Fair will be acknowledged within two (2) business days of receipt.
2. Employers will receive bi-weekly updates of participation status via email if their organization or company is wait-listed or if payment is due.

*For information on this program contact Laura Newbury, Assistant Director & Manager of Employer Relations at laura.newbury@uconn.edu or 860.486.3013.

**Early Bird invitations are those sent out prior to the general mailing of employers in the Career Services database.