
- CAL POLY CAREER SERVICES -

2019
Local **CAREER FAIR**

Thursday, February 7, 2019

Online registration begins: December 6, 2018

Event date: Thursday, February 7, 2019

Time: 1:30 p.m. - 4:30 p.m.

Event location: Chumash Auditorium, Julian A. McPhee University Union-Building 65

Registration fees: This event features tiered table pricing to support organizations of all sizes and budgets:

Tier 1 | Over 50 employees, \$300

Tier 2 | 10 – 50 employees, \$125

Tier 3 | Less than 10 employees, \$75

Looking to hire the best local talent? Attend the Cal Poly Local Career Fair! This event offers you the chance to network with highly qualified students from all majors specifically seeking full-time, part-time, internship, and summer opportunities in San Luis Obispo and northern Santa Barbara counties. You will have the opportunity to meet with skilled prospective employees, collect resumes, discuss career, co-op, and internship positions and conduct next day interviews.

Attending the Local Career Fair? Please [click here for the comprehensive checklist \(.pdf\)](#) for ways to prepare for your visit!



Registration Fee

Career Fair registration fee:

This event features tiered table pricing to support organizations of all sizes and budgets:

Tier 1 | Over 50 employees, \$300

Tier 2 | 10 – 50 employees, \$125

Tier 3 | Less than 10 employees, \$75

Basic registration fee includes:

- One 4-foot or 5-foot round table with linen
- Registration for three representatives

- Event advertising
- Job posting: Opportunities are submitted to Career Services during the registration process and will be advertised on MustangJOBS, powered by Handshake.
- Lunch – A lunch buffet will be served and is included with your registration fee. Please let us know if you have any food allergies or dietary restriction that we need to be aware when you register. We can only accommodate these requests if we know in advance.
- On-campus parking
- Shuttle service to event location

Optional Fees:

- Extra representatives (limit five per table) - \$50 each
- Extra table (additional tables are approved based on space availability):

This event features tiered table pricing to support organizations of all sizes and budgets:

- Tier 1 | Over 50 employees, \$300
- Tier 2 | 10 – 50 employees, \$125
- Tier 3 | Less than 10 employees, \$75

Publicity/Event Advertising

The Career Fair will be advertised on the campus electronic bulletin boards, in presentations to classes, posters, flyers, ads in Mustang News (our campus newspaper), and on the Cal Poly Services' Home Page. All job opportunities submitted to us during the registration process will be advertised to students in the ever-popular MustangJOBS, powered by Handshake.

*Please note that any registrations submitted after January 10, 2019 are not guaranteed publicity in event advertising and collateral.

Additional Publicity/Event Advertising

If you would like additional publicity, please advertise your organization's attendance at this special event by calling the Mustang News directly at (805) 756-1143 for display ads. This widely read publication produces an "event issue" in conjunction with each of Career Services' Career Fairs.



Agenda

11:30 a.m. - 1:30 p.m.	Check-in, display set-up, and employer lunch
1:30 p.m. - 4:30 p.m.	Open forum / networking with students



Display Set Up Guidelines

The event will be held in the Chumash Auditorium, Julian A. McPhee University Union-Building 65. A small table sign will be provided but companies are encouraged to bring their own signage to identify your organization to students. Please do not re-arrange your table(s), occupy an adjacent vacant table, or move to another location without Career Services staff approval.

Table Size:

4-foot or 5-foot round table

Space Limitation

Space is extremely limited between tables, so in consideration of your neighbors, please limit display size to 4-foot or 5-foot round tabletop or 7-foot freestanding. Your display needs to fit within the space provided by the table you will have at the event.

Electricity

You will be provided access to electrical power, but you must bring your own 25-50 foot power cord, audio visual, and computer equipment if it is needed for your display.

Network Connections

The Chumash Auditorium is a wireless internet zone and connectivity is available but not guaranteed. If you require a dedicated connection, we recommend bringing a hotspot device.



Parking Instructions

All participants must park in the H-1 parking lot upon entering the campus. All materials and supplies brought with you on the day of the event must be transported on the shuttle. Parking and loading/unloading is prohibited in front of the Chumash Auditorium.

The H-1 parking lot indicated on the [campus map](#) is reserved for participants. **Campus permits will be required and will be issued by University Police Officials at the H-1 parking lot between the hours of 11:00 a.m.-2:30 p.m.**

Directions to H-1 Parking Lot

It is suggested to enter campus at Highland Drive. To enter campus at Highland Drive, take the Highway 1 exit from the 101 Freeway. Head North toward Morro Bay. Highland Drive is an intersection with a signal and is clearly marked as the entrance to Cal Poly.

If you have entered campus on Highland Drive, follow the directions below:

- Turn left on Mt. Bishop Road
- The parking lot will be on your left

If you have entered campus on Grand Avenue, follow the directions below:

- Head straight down Grand Avenue
- Turn right on North Perimeter Road
- Turn right on University Drive
- Turn left on Highland Drive
- Turn right on Mt. Bishop Road
- The parking lot will be on your left

There will be signs to direct and assist you. University Police Officials will be standing at the H-1 parking lot to distribute parking permits.

Shuttle and Transportation Service

Shuttle service will be provided for you and your materials and supplies during the following times:

Time	Details	Location
11:00 a.m. – 2:30 p.m.	Shuttle service available to Chumash Auditorium	H-1 parking lot
3:30 p.m. – 5:30 p.m.	Shuttle service available to H-1 parking lot	Chumash Auditorium



Interviewing Candidates

Interview Students You Met at the Career Fair: Would you like to interview students you met at the Career Fair? We offer two options:

Next-Day Career Fair Interview Option

Please indicate your interest in conducting next-career fair interviews **on your Career Fair registration** by selecting the appropriate box. All reservation requests are processed on a first-come, first-served basis and subject to capacity.

- **Interview space will be assigned at the Career Fair throughout the day.** Once your request has been confirmed, the company representative will receive a verbal confirmation and further information at the Career Fair. Please inquire with Melinda McCann, Senior Recruiting Lead and Employer Relations at the event.
- Create your own schedule at the Career Fair and invite students for next-day interviews.
- Please note: Interviews will take place at the Career Services office, Student Services, Building 124 beginning at 8:30 a.m. and concluding by 4:30 p.m. on Friday, February 8, 2019.

Interview later in Winter and Spring Quarter through our On Campus Interview Program

Reserve interview space through our [on campus interview program](#) today. Please plan to hold interviews on campus soon after a career fair and be sure to review the [recruiting calendar](#) to plan when you will set-up your interview schedule. This option offers you the convenience of using our private interview rooms while allowing students to stay on campus. Login to MustangJOBS, powered by Handshake and request your interview schedule today for our Winter and Spring quarters. Complete information can be found here: [On Campus Interview Program](#). For more information, please contact senior recruiting lead and employer relations, Melinda McCann at mmmccann@calpoly.edu or 805-756-2107.



Cancellation, Refund and Non-Payment Policy

In the event that a company chooses to withdraw completely from the career fair, the following refund will apply. Once you have been notified that your registration has been approved, our cancellation policy is in effect. **Please submit all cancellation requests via email to the Cal Poly Career Services Events Teams at cs-events@calpoly.edu.**

Cancellation requests received two weeks before the event will receive a full refund and be subject to a \$100.00 cancellation fee. No refunds will be issued for any cancellations received less than two weeks before the event.

Employers with outstanding fees will be invoiced by Career Services. We will attempt to collect your outstanding balance three times before handing it over to the University Collector for collection. Failure to respond to the final third notice will result in the outstanding balance being sent to a collection agency. Organizations will be held liable for all associated collection agency fees.

Organizations whose account is not paid in full will be required to pay for all past outstanding fees and pre-pay for the current fair they wish to attend. Employers with any outstanding fees will not be permitted to attend the fair until their account is paid in full.



No Show Policy

Organizations that do not check-in by 10:30 a.m. on the day of the event will be considered a “no show.” The table may be reassigned and the organization will be billed for the event. We cannot “roll over” the registration to another event or refund the fee.



Disability-Related Accommodations

Career Services is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. If you need a disability-related accommodation or wheelchair access information, please contact: Career Services Events Team at cs-events@calpoly.edu. Requests can be served more effectively if notice is provided at least 10 days before the event.