

**POLICY/PROCEDURE MEMORANDUM**

**TO:**  
**FROM:**  
**SUBJECT:** Career Center Job Fairs  
**LAST REVISION:** July 24, 2020

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**I. Policy**

Job fairs provide an excellent opportunity for students to network with employers to learn more about their organization and to explore internships, cooperative education opportunities, part-time and full-time jobs. The Career Center has outlined specific employer policies for job fair participation. Job fairs may be either in-person events or virtual.

**A. Employer Eligibility**

1. Employers/contacts are not allowed to register for and/or attend job fairs under the following circumstances:
  - a. Any organization or contact that is denied access to the University of South Carolina Career Center's employer directory in Handshake.
  - b. Any organization that is ineligible to post positions.
  - c. Past-due organizations (organizations that have not paid their registration fees from previous events). These organizations' accounts will be flagged and monitored, and access to use Handshake will be suspended until payment is received.
  - d. Organizations who seek only to promote their services or products, rather than actually recruit job fair attendees for employment opportunities.
2. Third-party recruiters are subject to additional guidelines to attend a job fair. (See [www.sc.edu/career/](http://www.sc.edu/career/). Click on About the Career Center ---> Policies).

**B. On-Site Registration (in-person fairs only)**

1. Employers may register on the day of the fair. The Event Coordinator or their designee should be notified to manage these requests.
2. The employer will be asked to complete an On-Site Registration Form and will be invoiced within 48 hours of the event. Employers will pay the late registration rate.

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3. Employers who complete an On-Site Registration form will be assigned a table location at the discretion of the Event Coordinator.
4. Employers who conduct on-site registration will not be included in the employer listing or any of the marketing material for the fair.

**C. On-Site Registration (virtual fairs only)**

1. Employers are strongly recommended to register no less than 3 days prior to the fair.

**D. Refund/Cancellation Policy**

1. Payment is due upon approval of your registration. No refunds will be issued 14 days or less prior to the event.
2. All cancellations must be submitted in writing by email to the Career Center's Event Coordinator. Confirmation that the cancellation was received will be sent to the employer upon receipt of the email. If an employer cancels less than two (2) weeks prior to the event, the organization will still be held responsible for the payment.
3. Approved refunds are subject to a \$25 administrative cancellation fee to offset system and financial charges.
4. Future registrations for Career Center events will not be allowed, and access to use Handshake will be suspended, until past due payments and/or cancellation fees are received.

**E. Hazardous Weather, Public Health Crises & Other Emergencies – Cancellation of Fair**

1. In the event of hazardous weather, the Career Center will not host job fairs if the University of South Carolina has cancelled classes.
2. In the event of any emergency, the Career Center will not host job fairs if conditions are deemed to be unsafe or technology needed to support the event is no longer available.
3. Within reason, 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.
4. The Career Center will make every reasonable attempt to post notification of a cancellation 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.

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5. In the event the career fair is cancelled, employers will be able to apply any paid or pending registration fees/payments to attendance at to the next available job fair (must be the same fair).
6. 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.

**F. Hazardous Weather, Public Health Crises & Other Emergencies – Conversion of Fair Format**

1. Should the Career Center make the necessary decision to convert the format of a job fair from an in-person event to a virtual event, due to a public health crisis, natural disaster or other catastrophic event, employer registrants will have two options:
  - a. An employer's paid registration will be applied to the virtual job fair or
  - b. An employer may decide to opt out of participation in the virtual job fair and will have the opportunity to defer their registration to the next available in-person job fair (must be the same fair).

All employers will receive a form to indicate their decision based on the two options provided if the fair moves from in-person to virtual.

**G. Questions about job fairs that are not answered by this policy should be directed to the Event Coordinator at (803) 777-7280.**

**H. Additional information for employers can be found at [www.sc.edu/career/](http://www.sc.edu/career/). Click on Employer Services.**