

**Information for Registered Recruiters**  
**Clarion University Fall Career Fair**  
Wednesday, October 14, 2009  
5:30 - 7:00 p.m.  
Gemmell Student Center, Multi-Purpose Room

The following information will help you plan your visit to Clarion. If you have any questions after reviewing the information, please contact Diana Brush, Associate Director, at 814-393-2323 or [dbrush@clarion.edu](mailto:dbrush@clarion.edu).

### **Overview**

The Clarion University Fall Career Fair offers an opportunity for organizations to recruit and network with Clarion students/alumni, and provide information about career and educational opportunities. This year's event combines Campus Recruiting Days and the Science Career Fair into one event.

Optional individual interviews on October 15th provide organizations with an opportunity to interview pre-selected students/alumni for internships and full-time jobs.

Organizations have the option of participating in the Career Fair only, Individual Interviews only, or both events.

### **Schedules**

#### **October 14 - Career Fair**

4:00 - 5:00 p.m.	Recruiter Check-In and Set-Up (Gemmell Student Center, Multi-Purpose Room)
5:15 p.m.	Welcome and Alumni Photo
5:30 - 7:00 p.m.	Career Fair (open to all students, faculty and alumni)
7:00 - 7:30 p.m.	Recruiter Load Out

#### **October 15 - Optional Individual Interviews**

8:30 a.m.	Recruiter Check-In Begins (Eagle Commons, Rooms 107/108)
8:50 a.m.	Welcome
9:00 a.m. – 3:00 p.m.	Individual Interviews (open only to pre-selected undergraduate/alumni candidates)
12:00 noon	Lunch

### **Unloading Materials and Parking**

- Parking information will be provided to registered recruiters by e-mail prior to the event.
- Student volunteers may be available at a designated unloading area to help recruiters transport materials to the Gemmell Student Center.
- If you bring more than one recruiter, we suggest one recruiter unload and check-in while the other recruiter takes your vehicle to the designated parking area.
- Parking permits are needed between 8:00 a.m. - 4:00 p.m.
- If you choose to park at a metered space, visitors must pay campus parking meters until 4:00 p.m. and borough meters (Wilson Ave.) until 5:00 p.m. Parking tickets will be the responsibility of the recruiter.

## Event Check-In and Set-Up

Check in for the fair will be located at the Gemmell Student Center, Multi-Purpose Room. Career Fair check-in and display set-up may begin at 4:00 p.m. on October 14. Optional Individual Interview check-in will begin at 8:30 a.m. in Eagle Commons on October 15.

You will receive an Employer Packet that includes:

- Welcome Letter
- Name tag (for each recruiter indicated on the online registration form or provided by October 7th)
- Employer Directory
- Evaluation Form
- Campus Map
- Copy of your on-line registration form
- Copy of your on-line job posting (if applicable)
- Interview Schedule of pre-selected candidates (if applicable)
- Request to Schedule On-site Interview Form (if applicable)

## Facilities

- The Career Fair is located in the Gemmell Student Center, Multi-Purpose Room
- One 3x6' table and chairs will be provided for the career fair
- Signs are not permitted to be taped or tacked to the walls of the room.
- You may place a banner or display on or behind your table.
- Wireless internet access is available. Bring laptops fully charged.
- A limited number of electrical outlets are made available for AV equipment (i.e. Video/DVD players) on a first registered, first served basis.
- Organizations must supply their own audio/visual equipment and extension cords.
- Plastic table cloths will be provided. Please bring your own if you prefer cloth.

## Hospitality

The Golden Grill Food Court and Caribou Coffee Shop are conveniently located on the first floor of the Gemmell Student Center. Beverage service will be provided for the Career Fair and interviews.

## Making Connections at Clarion

[Click here](#) to access the academic departments within the College of Arts and Sciences.

[Click here](#) to access the academic departments within the College of Business Administration.

## Advertising Your Visit

You may advertise your visit to campus in our weekly campus newspaper which is distributed on Thursdays. Contact [The Clarion Call](#), Clarion University, 270 Gemmell, Clarion, PA 16214. Phone: 814-393-2380. E-mail: [call@clarion.edu](mailto:call@clarion.edu). In addition, you may advertise on our campus radio station, WCUC, 91.7 FM at 814-393-2330.

## Accommodations

Hotels and motels at I-80, Exit 62 include:

- Comfort Inn: 814-226-5230
- Hampton Inn: 814-226-4444
- Holiday Inn: 814-226-8850
- Microtel Inn & Suites: 814-227-2700
- Quality Inn & Suites: 814-226-8682
- Super 8: 814-226-4550

Near campus:

- Clarion House Bed & Breakfast: 814-226-4996

## Getting Around

[Directions to Clarion, PA](#)

[www.clarion.edu/55043.pdf](http://www.clarion.edu/55043.pdf)

[Campus Map](#)

[www.clarion.edu/55046.pdf](http://www.clarion.edu/55046.pdf)

[Directions from motels I-80, Exit 62 to Gemmell Student Center](#)

[www.clarion.edu/55047.pdf](http://www.clarion.edu/55047.pdf)

## Shipping of Materials and Displays

We will accept shipments prior to the event. Include the name of your organization on the package so we can deliver it to your table on the day of the event. Mail items to:

Clarion University

Career Services Center

Attn: Fall Career Fair

840 Wood Street, 114 Egbert Hall

Clarion, PA 16214-1232

## Questions?

If you have questions regarding the Fall Career Fair, contact Diana Brush, Associate Director or Debb Sigworth, Secretary, at 814-393-2323 or e-mail Diana at [dbrush@clarion.edu](mailto:dbrush@clarion.edu).

## Other Clarion University Internship or Job Fairs Experience Expo - Monday, February 22, 2010

The Clarion University [Experience Expo](#) is an opportunity for businesses, organizations and non-profit agencies which have summer internships, summer jobs, part-time positions, or volunteer opportunities to connect with students who are seeking these experiences.

## The Education Job Fair - Wednesday, May 12, 2010 (tentative)

The [Education Job Fair](#) offers school districts and employers in the field of education an opportunity to meet one-on-one with Clarion University seniors and alumni who have education degrees and/or certifications. Recruiters will be able to speak informally with candidates, distribute recruitment literature, and conduct individual interviews.