

WIPCCC Workforce Career & Internship Fair Policies

As “Your Private College Connection,” WIPCCC provides employers with multiple opportunities to connect with students and graduates of Wisconsin’s private colleges and universities. WIPCCC supports an online job posting system and an annual WorkForce Career & Internship Fair, which enable employers to reach students representing all 20 colleges. The policies outlined in this document pertain to employer recruitment activity at the WorkForce Career & Internship Fair.

Since 1991, Wisconsin's 20 private and independent colleges have joined together to host the WorkForce Career & Internship Fair. This February fair gives employers and graduate schools a yearly opportunity to meet college students and alumni who are seeking internship and professional careers.

WIPCCC invites employer organizations to register for the WorkForce Career & Internship Fair provided they meet the following basic criteria:

- The organization must have actual or anticipated bona fide internship, co-op, or full-time opportunities for our students and alumni.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers at the WorkForce Career & Internship Fair.
- All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking, etc.
- Employer organizations are expected to be familiar with and to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals revised in January 2008. To review the NACE standards, please visit: <http://www.naceweb.org/principles/?referral=knowledgecenter&menuID=203>.

Third Party Recruiting/Staffing Agencies

Third party organizations are only able to recruit for their own staff positions at the WorkForce Career & Internship Fair and are not allowed to recruit for other organizations. Furthermore, the agency must meet the following requirements in order to attend WorkForce:

- Charge no fees to the candidate.
- Provide a position description for valid openings.
- Commit to applicant privacy. Re-disclosure of candidate information is not permitted and only the organization attending the Workforce Career & Internship should view students’ resumes.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

Commission Based Employers

Commission sales positions may be advertised through the Workforce Career & Internship Fair provided that the compensation arrangement is **clearly** noted on job listings and is thoroughly explained in recruiting conversations and interviews with students and alumni.

Financial Services Employers

Financial Services positions may be advertised through the Workforce Career & Internship Fair provided that all conditions for advertised positions are **clearly** noted on job listings and are thoroughly explained in recruiting conversations and interviews with students and alumni. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking, etc.

Due to space limitations, financial services hiring for primarily commission positions will be limited to 10 organizations at the 2012 WorkForce Career & Internship Fair.

Branch Office Representation: If corporate offices and branch locations for the same organization wish to attend, they will be asked to attend and register together. Only one registered table per financial services organization will be allowed. Two recruiter spaces are associated with a WorkForce registration. \$30 is added to the registration costs for each additional representative. Additional branches may share that space, but will not be allowed a separate registered space.

Internship Recruitment

Internship firms that seek to recruit a candidate pool at the WorkForce Career & Internship Fair will be permitted under the following conditions:

- They clearly identify themselves as internship brokers.
- They do not charge students for the service they provide.
- WIPCCC has the right to limit the number of recruiters in this area or eliminate their attendance without prior notice. WorkForce has a primary purpose of assisting students in connecting with direct employers.

Confidentiality

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student/alumni information to another organization without the prior written consent of the student/alumni, unless necessitated by health and/or safety considerations.

WorkForce Event Cancellation Policy

The cancellation policy of the WIPCCC WorkForce event is based on the policy of its host school, Marquette University. If the host school closes, the WIPCCC WorkForce Career & Internship Fair will also be cancelled. In the event that the host school cancels classes but does not officially close, the WorkForce Chair and Co-Chair and the host school's Career Services staff will decide whether or not to cancel the WorkForce event.

Refund Policy

WIPCCC holds that organizations benefit from WorkForce and its promotion even if the organization is unable to attend. In this case:

- Organizations receive exposure through WIPCCC web advertising.
- Organizations receive exposure through career fair promotions on the 20 college campuses.

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

Employers who are unable to attend WorkForce because of inclement weather and who request a refund will be offered a discount as described below:

- Non-sponsor: 25% of the registration fee at the following year's event.
Sponsor: 50% of the registration fee for the following year's event

OR

25% back on the current year's fee.

The host school's representative has the discretionary power to refund up to 50% to an employer with a strong pattern of attending the event and supporting our mission. All refunds must be requested; WIPCCC will not automatically offer them.

Cancellation Procedures

1. The host school Career Services Center staff will monitor weather conditions and consult with university officials and civil authorities.
2. Should a weather emergency be occurring or imminent, the WIPCCC WorkForce Chair and Co-Chair and the host school's Career Services Center staff may come to a consensus decision to cancel an event.
3. When a career event is cancelled, the host school's main career services web site and the WIPCCC site will be updated with the news. The host school 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 email messages and phone calls.

Floor Display Size

Each organization received a 6x8 space to use a floor display (sponsors receive an extra 4 feet as part of their registration fee). If an employer plans on bringing a floor display that exceeds that limit, they need to pay the \$175 fee in the attendance fee section of the online registration to buy 4 extra feet of space. Display space will be strictly enforced. If an organization does not pay the extra fee and the display exceeds the allotted area and infringes on neighboring booths, they will be asked to remove the portions of the display which exceed the space

Disclaimer

WIPCCC requires all employers who attend Workforce to follow the Equal Employment Opportunity (EEO) practices as well as NACE Professional Standards in the recruiting process. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation or disabling condition. By registering your company or organization with us, you agree to accept and comply with the policies and procedures of WIPCCC regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of WIPCCC. If WIPCCC determines that an employer has practiced recruiting techniques that are inconsistent with the requirements set forth in this policy, the employer will not be allowed to attend Workforce, or will be asked to leave if already present.

All decisions concerning registration of companies and organizations are made in WIPCCC's sole discretion.

Questions:

- **WorkForce Questions, Including Employer Policies:** Contact Jean Frederick, WorkForce 2012 Chair, at (262) 551-5959 or jfrederick@carthage.edu.
- **WorkForce Online Registration & Fair Logistics:** Contact Marquette University Career Services at 414-288-7423 or Bethany Olson, Event Planner, at bethany.olson@marquette.edu.

The WorkForce Career & Internship Fair is co-planned by the 20 WIPCCC schools and Marquette University manages online registration.

For more information about the WIPCCC organization, please visit our website and click on "about us" at the bottom of the webpage.