



## Invitation to participate in 2014 ODI Career & Job Fair

CAJFSA invites you to take this opportunity be a part of the 41<sup>st</sup> Annual Career and Job Fair on January 29 - 30, 2014. The Job Fair will be **January 29 in the Archie M. Griffin Grand Ballroom on the 2<sup>nd</sup> floor of the new Ohio Union** (1739 N. High St., Columbus, OH 43210). **January 30 is an interviewing day. Interviews will be conducted in The Ohio Stadium/Huntington Club Suites.**

<b>Career and Job Fair Agenda for Exhibitors</b>	
<b><u>Wednesday, January 29</u></b>	
<b>8:00a.m. - 9:30 a.m.</b>	<ul style="list-style-type: none"> <li>• Arrivals; volunteers will assist with unloading of materials</li> <li>• Check-in and collect registration packets</li> </ul>
<b>9:40 a.m. - 10:40 a.m.</b>	<ul style="list-style-type: none"> <li>• <b>Opening Brunch</b></li> </ul>
<b>11:00 a.m. – 3:45 p.m.</b>	<ul style="list-style-type: none"> <li>• <b>41<sup>st</sup> Annual Career &amp; Job Fair</b></li> </ul>
<b>[light snack at 1:00 p.m.]</b>	<i>Exhibitors greet potential candidates, share information and set interview appointments.</i>
<b><u>Thursday, January 30</u></b>	
<b>8:00 a.m. – 4:00 p.m.</b> -- Last interview must be scheduled to begin by no later than 4:00pm	<b>Exhibitors conduct on-site interviews.</b> <b>Information regarding the exact location will be provided to you prior to the fair. Please be sure to provide to your interviewees as they are scheduled.</b>

Please take a moment to review the enclosed materials.

To complete the registration process, please return:

1. **Registration Form** (Page 2)
2. **Recruitment Matrix and Student Guide Contact Information** (Page 3)
3. **A brief profile of your organization** and current opportunities in PDF or Word format, e-mailed to [cajfsa@osu.edu](mailto:cajfsa@osu.edu) [profile should be 300 words or less—to view example profiles included in previous fair guides, visit the [CAJF website](#)]. **Please Note:** we must receive your Company Profile by no later than **Wednesday, January 15, 2014** to guarantee inclusion in the **2014 CAJF Student Guide**.
4. **Registration Fees\*** If paying by check, please mark the appropriate box on *page 2*—we will send you an invoice. We also accept MasterCard, Visa, Discover, and American Express. Please use the form on *page 2*, or contact us at **(614) 292-4608** to process your credit card payment by phone.

**\*Registration Fees Include:** One 6ft. table per registered company (includes tablecloth and skirt); Parking Pass for each registered person; Brunch and snack for each registered person; One Résumé CD per registered company—will be mailed to company contact, as indicated on page 2, approx. two weeks after fair (extra CDs available at request for \$25/CD); Company info included in marketing materials.

Should you have any questions, please use the contact information at the bottom of this letter or email us at [cajfsa@osu.edu](mailto:cajfsa@osu.edu). We look forward to receiving your registration by **December 13<sup>th</sup>!**

**Please Note:** Registrations will be accepted on a rolling basis until we reach full capacity. However, the bulk of marketing for the fair (print, website, mailings, etc.) will take place during Fall Semester and early January. Companies wishing to be included in early marketing efforts, should aim to register by the early registration deadline of December 13.

**2014 CAREER AND JOB FAIR REGISTRATION FORM****Early Registration Fee Deadline: December 13<sup>th</sup> ◇ Rolling Registration after December 13<sup>th</sup>**

My company/organization will participate on January 29.

We will conduct on-site interviews on January 30.

\_\_\_\_\_ (enter number) of our representatives will be attending this fair—see ‘ATTENDING REPS POLICY’ on page 4.

Company/Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Contact name			Title	
Address			Contact E-mail address	
City	State	Zip Code	Phone number ( )	Fax number ( )
Representative Attending			Title	
Second Representative Attending			Title	

–Please list additional representatives on a separate page–

**EXHIBIT DAY and INTERVIEW DAY OPTIONS:**

- **Parking Passes** [Indicate # needed per day (limit one per registered person)]: \_\_\_\_\_ January 29 \_\_\_\_\_ January 30
- **Additional Accommodations:** Power Outlet Other (indicate) \_\_\_\_\_

**INTERVIEW DAY (JANUARY 30) OPTION:**

- **Box Lunches** [select from the following options, indicating total # for each]: \_\_\_\_ Ham \_\_\_\_ Roast Beef \_\_\_\_ Turkey \_\_\_\_ Vegie

**FEE SCHEDULE**

<b>For-Profit Organization Reg Fee</b> [Up to two registered persons]	<b>Early Registration = \$ 450.00</b> \$500 after December 13 <sup>th</sup>	=
<b>Non-Profit Organization Reg Fee</b> [Up to two registered persons]	<b>Early Registration = \$ 250.00</b> \$300 after December 13 <sup>th</sup>	=
<b>Additional Registered Person Fee</b> [\$50 per each additional registered person over the two included in reg. fee]	<b>\$ 50.00 x _____</b>	=
<b>Interviewing Suite Fee</b> (for January 30)	<b>\$ 50.00 x _____</b>	=
<b>Loyalty Discount</b> [Only For-Profit Organizations are eligible—must register by December 13 <sup>th</sup> and have participated in the ODI CAJF at least 5 years consecutively—this being at least yr. 6]	<b>Subtract \$50.00</b>	—
	<b>TOTAL</b>	=

**PAYMENT INFORMATION:** Registration fees may be paid by check or credit card.

We're paying by check, please send us an invoice

We're paying by credit card: (select one) Visa MC Disc AmEx

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Please note: We will also accept credit card registrations by phone. Please call (614) 292-4608, 8:30 a.m - 5:00 p.m., Mon - Fri.

**2014 MARKETING MATERIALS INFORMATION**

On this page, please provide your Company Recruitment Matrix and Student Guide Contact Information to be included in the marketing materials for the fair—in addition, also attach your Company Profile using the instructions on bullet 3 of page 1.

**Company/Organization:** \_\_\_\_\_

**COMPANY RECRUITMENT MATRIX**

Complete below to reflect your company's recruitment needs (see sample matrix below). Use as many lines as necessary to fill in the Positions, Degrees and Majors of Interest (may also indicate "All" whenever applicable).

**Sample matrix**

<b>Sample Recruitment Matrix</b>										
			<b>Classifications</b>							
<b>Position Type</b>	<b>Degrees</b>	<b>Hire International/Non-Resident</b>	<b>FR</b>	<b>SP</b>	<b>JR</b>	<b>SR</b>	<b>Grad</b>	<b>Prof</b>	<b>PhD</b>	<b>Majors of Interest</b>
FT /PT/ Intern / Summer/	AS/BS/ BA/MS/MA/ MBA/JD/ PhD./ MACC/ MLHR etc.	Y or N	X	X	X	X	X			Marketing, Logistics, Accounting, Chemistry, Journalism etc.

<b>Company Recruitment Matrix</b>										
			<b>Classifications</b>							
<b>Position Type</b>	<b>Degrees</b>	<b>Hire International/Non-Resident</b>	<b>FR</b>	<b>SP</b>	<b>JR</b>	<b>SR</b>	<b>Grad</b>	<b>Prof</b>	<b>PhD</b>	<b>Majors of Interest</b>

**STUDENT GUIDE CONTACT INFORMATION**

Provide contact information as you would like it to appear in the **2014 Student Guide** for the fair—to be shared with all students attending the fair—*only include the information you would like to share*. The information can be general contact info (i.e. Human Resources, [humanresources@company.com](mailto:humanresources@company.com)), specific contact info (i.e. John Smith, [johnsmith@company.com](mailto:johnsmith@company.com)), or a combination of general and specific contact info—can be the same or a different contact listed on reg. form.

<b>Contact Name (Unit Name):</b>	<b>Contact Title:</b>
<b>Contact Email</b>	<b>Contact Phone:</b>
<b>Additional Contact Info</b>	<b>Additional Contact Info</b>

**2014 REGISTRATION INFORMATION AND POLICIES****PLEASE RETAIN THIS SHEET *and* PAGE 1 FOR YOUR RECORDS.****\*\*\*REGISTRATION INFORMATION\*\*\***

To register for the 2014 ODI Career and Job Fair, submit your completed **Registration Form, Recruitment Matrix, Student Guide Contact Information, Company Profile\*** and **Registration fee<sup>^</sup>**. Your brief company profile (maximum of 300 words—submitted by no later than **January 15, 2014**) will be included in the 2014 Student Guide, please send via PDF or Word File to [cajfsa@osu.edu](mailto:cajfsa@osu.edu).

Once your registration materials have been received by the Career and Job Fair Student Association, a confirmation notice will be e-mailed to you. If you do not receive a notice within 10 business days after sending your registration materials, please contact our office at **(614) 292-4608** to confirm receipt of your registration form.

**Example Company Profile:**

The Office of Diversity and Inclusion (ODI) was created in 1970 to provide leadership for The Ohio State University in supporting the success of underrepresented students, faculty, and staff. ODI directly serves and celebrates the contributions of African Americans, Appalachians, Asian Americans, Pacific Islanders, Native Americans, and Hispanic Americans. The office emphasizes the recruitment, retention, and timely graduation of undergraduate, graduate, and professional students. ODI promotes a welcoming climate and serves in an advocacy role for minority individuals both at Ohio State and in the larger community.

\*See more examples of Company Profiles on the [Career and Job Fair Website\\*](#)

<sup>^</sup>There is a **return check fee of \$30.00**

**\*\*\*CONTACT INFORMATION\*\*\***

You may submit your registration forms via Email (preferred), Mail or Fax. Please forward all registration materials via email to [cajfsa@osu.edu](mailto:cajfsa@osu.edu). Mail all registration materials *and/or* check payments to: **ODI Career and Job Fair Student Association / Office of Diversity and Inclusion / Hale Hall, Garden Level / 154 W. 12<sup>th</sup> Ave. / Columbus, Ohio 43210** /. Fax all registration materials to **614-292-7889** marked: **Attention CAJFSA**. You may also contact us by phone at **614-292-4608** or **614-292-8236** at any time if you have questions or concerns about the registration process or the fair event.

**\*\*\* CANCELLATION POLICY \*\*\***

**NO REFUNDS WILL BE GRANTED AFTER December 30<sup>th</sup>, 2013.** Please inform us of your inability to attend should a conflict arise before this deadline. If your registration is received after December 30<sup>th</sup>, the registration fee **will not** be refunded. If you submit your registration form before *or* after December 30<sup>th</sup>, but have not sent payment and decide to cancel after December 30<sup>th</sup>, your company/organization will still be financially obligated to pay the registration fee. We will invoice you for the outstanding balance. Substitutions of registered reps are allowed.

Only written requests for refunds received before or by 12/30/13 will be considered. Please send your requests to [cajfsa@osu.edu](mailto:cajfsa@osu.edu). Approved check refunds will be processed after January 30, 2014.

**\*\*\* ATTENDING REPS POLICY \*\*\***

**ONLY TWO REPRESENTATIVES PER COMPANY** will be allowed to participate in the fair unless the **additional reps have been paid for prior to the fair date** (see Fee Schedule on page 2). The general registration fees cover up to two representatives per company. During the fair, if your company is noted as having more reps in attendance than indicated in our registration records, we will invoice your company \$50 for each additional rep over the confirmed number immediately following the fair.