



Invitation to participate in 2014 ODI Career & Job Fair

CAJFSA invites you to take this opportunity be a part of the 41st 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 2nd 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.

Table with 2 columns: Time/Day and Activities. Title: Career and Job Fair Agenda for Exhibitors. Rows include Wednesday, January 29 (8:00a.m. - 9:30 a.m., 9:40 a.m. - 10:40 a.m., 11:00 a.m. - 3:45 p.m.) and Thursday, January 30 (8:00 a.m. - 4:00 p.m.).

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
4. Registration Fees* If paying by check, please mark the appropriate box on page 2—we will send you an invoice.

*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. We look forward to receiving your registration by December 13th!

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 13th \diamond Rolling Registration after December 13th

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:

Form with fields for 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

Table with 3 columns: Fee Description, Amount, and Sign. Rows include For-Profit Organization Reg Fee, Non-Profit Organization Reg Fee, Additional Registered Person Fee, Interviewing Suite Fee, Loyalty Discount, and TOTAL.

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

Sample Recruitment Matrix table with columns for Position Type, Degrees, Hire International/Non-Resident, Classifications (FR, SP, JR, SR, Grad, Prof, PhD), and Majors of Interest.

Company Recruitment Matrix table with columns for Position Type, Degrees, Hire International/Non-Resident, Classifications (FR, SP, JR, SR, Grad, Prof, PhD), and Majors of Interest.

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), specific contact info (i.e. John Smith, johnsmith@company.com), or a combination of general and specific contact info—can be the same or a different contact listed on reg. form.

Contact information form with fields for Contact Name (Unit Name), Contact Title, Contact Email, Contact Phone, and Additional Contact Info.

**2014 REGISTRATION INFORMATION AN 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[^]. 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.

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](#)

[^]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. 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. 12th 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 30th, 2013. Please inform us of your inability to attend should a conflict arise before this deadline. If your registration is received after December 30th, the registration fee **will not** be refunded. If you submit your registration form before *or* after December 30th, but have not sent payment and decide to cancel after December 30th, 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. 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.