

Career Premiere Employment and Internship Fair

Greetings!

You are cordially invited to join us for the **Career Premiere Job & Internship Fair** to be held **Tuesday, February 16, 2010** at the Salem Civic Center in Salem, Virginia. The Career Premiere fair brings employers together with approximately 500 juniors, seniors and recent graduates from several liberal arts and sciences colleges and universities in the northwest and southwest regions of Virginia.

In addition to the nine institutions that comprise the **Career Premiere Consortium**, we welcome students and graduates of the eight CHALLENGE Consortium institutions to attend our job fair, providing you access to students and recent graduates from a total of 17 colleges and universities!

The purpose of the fair is to share information with college students and graduates about career and internship opportunities at your organization. We encourage you to use this time to network with potential candidates, and to interview students on the spot if you find a great fit. Because of the variety of student interests, we also encourage you to maximize your recruiting efforts by talking about many different job opportunities, not just the most obvious ones or the ones that may be currently posted with your company.

This year we offer on-line registration. By going to www.careerpremierefair.com you can register, pay with a credit card, or be invoiced to pay by check or electronic funds transfer. We know this will make the process much faster and easier for you. **REGISTRATION IS NOW OPEN!!** Space at **Career Premiere** is limited, so register early! If you have any questions, please call Rol Walters at (540) 365-4267 or e-mail at rwalters@ferrum.edu.

We want to help prepare our students for the changes in employment practices that have resulted from the new regulations issued by the Office of Federal Contract Compliance Programs to federal government contractors. If you register for Career Premiere, operate under these new guidelines, and plan to conduct interviews, please provide detail regarding your procedure for ensuring that students will be regarded as "applicants" should they express an interest in scheduling an interview with you. There will be some questions on the registration site on CSO that will assist you in this process.

The colleges and universities of the Career Premiere Consortium look forward to hosting this event. We hope that you will join us **February 16th** for the **Career Premiere Job and Internship Fair**.

Sincerely,

The Career Premiere Consortium Committee

Averett University ▪ Bridgewater College ▪ Ferrum College ▪ Liberty University ▪ Mary Baldwin College ▪ Radford University ▪ Southern Virginia University ▪ University of Virginia at Wise ▪ Virginia Western Community College

Career Premiere Employment and Internship Fair

Tuesday, February 16th, 2010
Salem Civic Center, Salem, VA

EVENT SCHEDULE

Tuesday, February 16th

11:00 a.m. – 1:00 p.m. Registration and booth set-up/beverage service available

11:30 a.m. – 1:30 p.m. Lunch for Employers

Each employer should schedule a 30-minute break for lunch during these hours

1:00 p.m. - 5:00 p.m. Career Fair Hours

Networking with students; Interviews conducted by employers throughout the day

EXHIBIT BOOTHS

Booth space appropriate for maximum of 2 individuals

- 8' wide x 10' deep, with 8' high back drape
- One skirted/clothed 6' table, 2 chairs, and a company sign
- **COST** is dependent upon corporate sponsorship or regular booth selection, and includes:
 - **Corporate "Gold" Sponsor - \$600**
 - Prime gold booth space ▪ Company featured on sponsorship banner ▪ 10' x 16' booth space ▪ Two 6' gold draped table and 4 chairs ▪ Lunch and refreshments for 4 reps ▪ Half page black and white ad in Career Fair Guide
 - **Corporate "Silver" Sponsor - \$400**
 - Prime silver booth space ▪ Company featured on sponsorship banner ▪ 8' x 10' booth space ▪ One 6' silver draped table and 2 chairs ▪ Lunch and refreshments for 2 reps ▪ Quarter page black and white ad in Career Fair Guide
 - **Regular Employer Booth - \$300**
 - 8' x 10' booth space ▪ One 6' draped table and 2 chairs ▪ Lunch and refreshments for 2 reps
- Additional Recruiter \$ 35.00 (Four recruiters or more will require purchase of additional booth)

HOTEL ACCOMODATIONS

There are a number of hotels within easy driving distance of the Salem Civic Center. A list of hotels can be found on our website at

<http://www.careerpremierefair.com/employer.php>

INTERVIEWING

For employers interested in interviewing candidates will at the fair, we ask that two recruiters be present so that your table is manned at all times. Interview space will be

provided. We ask that you let us know in advance if you plan to conduct interviews during the fair.

SPONSORSHIP OPPORTUNITIES

Highlight your company at Career Premiere by sponsoring an ad in our employer booklet. For an idea of what the booklet will look like, please visit the Career Premiere website at www.careerpremierefair.com

REGISTRATION

Go to www.careerpremierefair.com

Select **Employer Information**, then **Registration Form**. This will take you to the CSO website that which we use to manage our job fair registration. If you have registered through CSO for other events, you should be able to log in as a returning user. If not, you will first need to register for a CSO account, and then register for Career Premiere. If you have any questions, please do not hesitate to Toni McLawhorn or Karen Hagele at Roanoke College at 540-375-2303.

We look forward to seeing you at Career Premiere in 2010!