Utah Valley University’s Career Development Center invites your organization to participate in the following recruiting events scheduled for the 2016-2017 academic school year.

**FALL 2016**

- Part-Time Student Job Fair..............Wed, Aug. 31
- Meet the Firms...............................Tues, Sept. 6
- STEM Career & Internship Fair.........Wed, Sept. 28
- Fall Career & Internship Fair..........Wed, Oct. 5
- Monthly Job Expo.............................Mon, Oct. 10
- Nursing Dept Employer Fair.............Wed, Oct. 26
- Monthly Job Expo..............................Mon, Nov. 7
- Monthly Job Expo...............................Mon, Dec. 5

**SPRING 2017**

- Monthly Job Expo.............................Mon, Jan. 9
- Spring Career & Internship Fair.......Wed, Jan. 25
- Nursing Dept. Employer Fair..........Wed, Feb. 8
- Monthly Job Expo...........................Mon, Feb. 13
- Part-Time Summer Job Fair.............Wed, Mar. 15
- Monthly Job Expo.............................Mon, Apr. 3

For more information about recruiting on UVU’s campus, please contact JanaLee Carter at 801-863-6364 or JanaLee.Carter@uvu.edu.

Revised: 06/09/16
Registration Protocol

1. Registration for events held during the 2016-2017 school year will open on July 6, 2016.

2. Feel free to register for events using any one of the following methods:
   a. Online: Simply access the UVU Wolverine Career Link at http://www.myinterface.com/uvu/employer/ and complete a separate event registration for each event; or
   b. By telephone: Contact JanaLee Carter, Employer Relations Manager, or Heidi Festin at 801-863-6364; or
   c. By email: Reach out to JanaLee Carter at JanaLee.Carter@uvu.edu or Heidi Festin at Hfestin@uvu.edu.

3. Each event targets a unique demographic of our student body and we encourage you to contact the Career Development Center for assistance in identifying the most appropriate events for your organization.

4. Partnership Packages are available to employers interested in additional recruiting and branding opportunities on campus. Contact JanaLee Carter for details.

5. The Career & Internship Fairs as well as the STEM Career & Internship Fair are reserved exclusively for employers recruiting for professional career positions and/or professional-level internships. All positions must require a university degree, or must be directly related to one or more majors or programs offered at UVU.

6. The Career Development Center reserves the right to limit the number of employers from any given industry.

7. Participation in recruiting events will be exclusively at the discretion of the Career Development Center.

8. Registration does not guarantee approval or participation, but is instead an application for participation. Once the approval process for each registration has been completed, a separate email and invoice will be sent by the CDC.

9. Employers recruiting students to fill commission-based employment positions are NOT allowed to recruit on campus unless they meet one or more of the following criteria:
   · The employer is listed as a Fortune 1000 company;
   · The employer is a member of National Association of Colleges and Employers (NACE);
   · Recruiting for commission-only positions will be accompanied with recruiting for hourly paid positions.
   · The position is a W-2 paid position (meaning a position that is salary/hourly wage paid or salary/hourly wage paid plus commission). The wage must meet or exceed the Federal and State minimum wage standard.
   · Employers with positions meeting the above stated criteria may recruit on campus at designated events only, pending approval by CDC.

10. Companies offering 1099 paid positions and are independently contracted are NOT allowed to recruit on campus and are NOT allowed to post positions on the Wolverine Career Link.

11. Third-party agencies are not allowed to participate in recruiting events without special approval from the Career Development Center.

12. Employer registration is considered and approved based on the date of registration.

13. Table assignment is considered and approved based on the date of registration with the exception of organizations participating in the CDC Partnership Program.

14. Recruiting on UVU’s campus without consent from the Career Development Center is prohibited. Violators will be asked to leave and will be refused admittance at future UVU Recruiting Events.

15. Refer to our website at www.uvu.edu/cdc/ for a complete list of the Career Development Center recruiting protocol.

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