

Welcome to the Cerritos College Career Services/Student Employment Resources! We are pleased you have chosen Cerritos College for your employment needs. We are here to assist you with your recruiting efforts as well as strengthen your company's brand with our students. There are many ways for your organization to become involved on our campus!

Employers who recruit, post jobs, attend a career fair, or recruit on campus at Cerritos College must adhere to Equal Employment Opportunity (EEO) guidelines, the National Association of Colleges and Employers (**NACE**) **Principles for Employment Professionals**, and the Policies & Guidelines laid out by Cerritos College listed on this page. Employers that are unable to comply with these policies may wish to use other recruiting resources, such as newspaper advertisements, commercial job boards, or third-party agencies.

Job Fairs

Registration

Your organization must be recruiting to fill a full-time or part-time salaried or paid internship position within your organization. College programs and fee based programs will not be considered.

All job fair registrations must be submitted online, using our fillable form. Registration will no longer be accepted over the phone. By completing and submitting the registration form, you have *requested* to register for the event. There are a limited number of available openings, and registrants will be accepted on a first come, first serve basis. Please allow up to **THREE** business days for a confirmation email/registration approval. The registrant will also receive a separate email containing an invoice or credit card form. Payment obligation is incurred upon registration approval. Submitting payment before receiving the registration *approval* confirmation email and invoice does not guarantee you as a participant in the career fair.

If the event capacity has been reached prior to your registration submission, your registration will be placed on the waitlist for the job fair and you will receive a waitlist confirmation email. If on the waiting list, the registrant may be admitted to the career fair if there are any cancellations. If a cancellation occurs, the registrant will be contacted by the event's coordinator to confirm your attendance, depending on your waiting list position.

It is the responsibility of the registrant to submit payment and communicate all event information received from Career Services to attending representatives. Changes in registrant contact information must be submitted to the event's coordinator.

We often have independent offices from one organization requesting to participate in our events, for example XYZ Corporation in Cerritos and XYZ Corporation in Whittier. Career Services staff will not decline an office from registering if one office from a different location already has. If the parent company has such policy, the employer representatives are to determine who will attend or agree that both offices will. Career Services will not monitor registration. If an independent office decides to cancel due to another office also registering, an office will be eligible for a refund if cancellation is received in writing no later than **5 business days PRIOR to the event date or by the indicated payment deadline by 5:00pm (PST)**. Cancellations received prior to the payment deadline will be refunded the amount paid **minus a \$10 cancellation fee**. Cancellations received after the stated time will not be refunded. Please communicate with your coworkers to establish attendance.

Payment

Payment obligation is incurred upon registration approval. The full balance due for the career fair must be received no later than **5 business days PRIOR to the event date by 5:00pm (PST)** to secure your space. Failure to submit payment by the payment deadline and failure to communicate an alternative payment agreement with the event's coordinator, will result in Career Services revoking your registration for the event. **Payments will no longer be accepted the day of the event.** We apologize for any inconvenience.

If you have a concern or circumstance that would not allow your organization to meet this payment deadline, please contact the event's coordinator before the payment deadline.

Payment must be submitted by credit card or check before the day of the event. Wire transfers and cash are not accepted.

Refunds

Refund requests must be **made in writing and emailed to student-employment@cerritos.edu** to be valid and eligible for refund. Requests received no later than **5 business days PRIOR to the event date by 5:00pm (PST)** will be refunded the amount paid **minus a \$10 cancellation fee**. Telephone requests will not be accepted. Requests made after this deadline will not be refunded.

Cancellations

If you must cancel your career fair registration, please contact the event's coordinator as soon as possible. Cancellation requests must be **made in writing and emailed to student-employment@cerritos.edu** to be valid and eligible for refund. The final date to cancel and still be eligible for a refund is **5 business days PRIOR to the event date or by the indicated payment deadline by 5:00pm (PST)**. Cancellations received prior to the payment deadline will be refunded the amount paid **minus a \$10 cancellation fee**. Voicemail messages will not be accepted. Cancellations made after this date will not be refunded.

Weather

Our events are held outdoors. If poor weather conditions require us to cancel the event, the registration fee will **NOT** be refunded, but will be kept as a credit towards participation in a future event. The college's location does not frequently experience weather that would require us to cancel an event, however, it is possible. Common weather conditions in this area range from fairly warm and sunny to the occasional cold and windy. Please check weather forecasts for current conditions and prepare accordingly.

No Shows

Registered organization that do not check-in by 10:30 am on the day of the event will be considered a "no show." After 10:30 am, Career Services reserves the right to reassign the table space. Any registration payments that have been collected will not be refunded and the payments collected cannot be used as a credit towards a future event. Any remaining registration balances will still be billed to compensate for not cancelling your registration according to the cancellation policy (via email to student-employment@cerritos.edu by the cancellation deadline). **Registration for future events will not be approved until full payment is received.**

Booth Arrangement

Table Placement

Tables are not assigned; registrants select tables on a first-come basis. Registration fee includes one table and two chairs only. Please do not re-arrange your table, occupy an adjacent vacant table, or bring your own table or additional chairs without Career Services staff approval.

Space Limitations: In consideration of neighboring booths, your company display needs to fit within the space provided by the table you will have at the event. Displays must fit either on or directly behind the table. Displays cannot block aisles, doors or walkways.

Additional Representatives

If your organization registers to bring a certain number of representatives (registration is for two (2) representatives) and later decides to bring more or less, please notify us before the *registration deadline* by sending an email to student-employment@cerritos.edu. There is a fee of \$10 per additional representative. If you register for extra representatives and they do not attend the event, the fee charged for these representatives will not be refunded. Please note that organizations with unregistered additional representatives requesting accommodations on the day of the event will not be accepted and will be asked to leave. Failure to do so may affect future participation privileges at Cerritos College.

Music

To avoid interfering with neighboring employer-student interactions, music is not permitted.

Parking

Complimentary parking will be arranged for a specific lot the day of the event. Your confirmation email will give you parking details. Failure to park in the designated lot may result in a parking citation. This is not an expense we will reimburse. Career Services is not liable for parking citations issued due to parking at an incorrect location or for failure to abide by posted parking rules. We are not responsible for any lost, stolen, or damaged property.