Concordia University Wisconsin Career Services

EVENT POLICIES

The Career Services office at Concordia University Wisconsin (CUW) invites employers to participate in our events provided they meet the following basic criteria:

- The organization must have an actual or anticipated part-time, internship, or full-time career opportunity.

- The organization must accurately describe the responsibilities and requirements for the opportunities it offers in the job postings and other recruitment methods.

- All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, additional test taking, etc.

- If the organization participates in fee-based services and events, they agree to full payment prior to the event or service.

- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).

**A Special Note to Commission Based & Financial Services Employers:**
This category pertains to positions that are more than 50% commission based and/or require out-of-pocket financial expenses including test-taking. All conditions for advertised positions must be clearly noted on job listings and are thoroughly explained in recruiting conversations and interviews with students and alumni. Only one branch office will be allowed participation in the WorkForce Career & Internship Fair.

**Note:**
***Banks are considered Corporate***
***Company headquarters with salaried/hourly wage positions (for example, Information Technology, Marketing and Public Relations) are considered Corporate***

**Refund Policy**
The CUW Career Services office holds that organizations benefit from the event and its promotion even if the organization is unable to attend. In this case:

- Organizations receive exposure through event advertisements including flyers, an all student email blast, and a special email invite to compatible majors
- Organizations receive exposure through event guidebook

For these reasons, CUW Career Services does not offer refunds to no-shows or cancellations.

If the event is cancelled due to inclement weather, the full registration fee will be refunded to employers.
Cancellation Procedures due to Inclement Weather
1. The CUW Career Services staff will monitor weather conditions and consult with university officials.
2. Should a weather emergency be occurring or imminent, the Career Services Center staff may come to a decision to cancel an event.
3. When a career event is cancelled, the Career Services website will be updated with the news. The Career Services staff will also be briefed with official information to disseminate to callers requesting information.
4. Good faith efforts will be made to communicate event cancellation to relevant constituents via email messages and phone calls.

Floor Display Size
Each organization will receive a 6x8 space to use a floor display. If an employer plans on bringing a floor display that exceeds that limit, they need to notify the event coordinator of their needs and may incur a $50 additional cost. Display space will be strictly enforced. If an organization does not pay the extra fee and the display exceeds the allotted area and infringes on neighboring booths, they will be asked to remove the portions of the display which exceed the space.

Disclaimer
By registering for a CUW Career Services event you agree to accept and comply with the policies and procedures regarding employer recruiting activities. We reserve the right to refuse services to any organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of CUW.

If the CUW Career Services office determines that an employer has practiced recruiting techniques that are noncompliant with this policy, including failure to pay, the employer’s Falconry account will be suspended and recruiting privileges will be revoked for one year. If after one year the employer would like their recruiting privileges to be reinstated, they must contact the Career Services office to schedule a face-to-face meeting.

All decisions concerning the approval of employer registration are made in the sole discretion of the Career Services office.

CUW Career Services Event Registration & Logistics
Contact the CUW Career Services office at 262-243-4401 or Krista Hasselquist, krista.hasselquist@cuw.edu

CUW Career Services www.cuw.edu/careers career.services@cuw.edu