

Registration Rates & Sponsorship Opportunities

WorkForce Fair: Jobs, Internships, & Graduate Schools

Tuesday, February 22, 2022



Early Bird Pricing & Registration Deadlines

Early Bird Deadline – Friday, December 31, 2021 Register early to take advantage of discounted pricing.

Registration & Payment Deadline - Tuesday, February 1, 2022

- * Registration will remain open until space is filled.
- **Late payments will not be accepted. Failure to submit full payment by February 1 will result in forfeiture of registration.
- ***Payment from military and government employers will be accepted through Marcy 2022. Please contact Event Planner, Megan Anderson, at workforcefair@gmail.com by February 1 to make arrangements.

Set-Up Deadline- Tuesday, February 1, 2022

- * A virtual fair in Handshake requires set-up in advance of the fair, including creating a schedule for one-on-one sessions and group sessions. We recommend setting up a schedule as soon as your registration is approved as students and alumni can and will preview the fair and sign up for sessions in advance. Any employers who do not have their sessions set up in Handshake by the end of the day on February 1 will be refunded their fee and removed from the registration.

Sponsorship Opportunities

Sponsorship includes:

- *company logo on Handshake Event Banner*
- *1 page advertisement posted in Handshake Event*
- *company highlights in targeted emails and social media to students and alumni prior to the event*
- *Feature slot at a virtual pre or post fair event. Give students an early introduction to your company by choosing to participate in one of the scheduled pre-fair events, and in what way you'd like to participate. Options could include speaking on a panel to give advice to students or creating a short video to be played at the start of a virtual event. To allow enough time to coordinate participation in an event, this sponsorship perk is only available to sponsors registered by January 3, 2022.*

Sponsor: \$700, **Early Bird:** \$625

Registration Rates

Corporate Employers: \$385, **Early Bird:** \$275

Financial Services, Insurance Agency and Staffing Employers: \$560, **Early Bird:** \$400

“Financial services” and “insurance agency” employers are defined as organizations hiring for positions that are more than 50% commission based and/or require out-of-pocket financial expenses including test-taking. An organization is considered a staffing agency if it collects money as a result of placing students.

Government, Non-Profit Organizations & Non-WAICU Graduate Schools: \$260, **Early Bird:** \$185

A government organization is considered a federal, state, and local government office. A non-profit organization will be determined by Section 501(c)(3) status.

WAICU Graduate Schools: FREE

Any graduate program from a WAICUMember Institution

Registration Includes

Recruiters: Employers may have up to 100 representatives attend the virtual fair. As a best practice, we recommend starting with 2-3 representatives in order to fill out their schedules, and adding representatives as needed.

One-On-One Sessions: Each employer representative will set up a schedule to host 10 minute virtual video one-on-one sessions with students/alums. Students can register for one-on-one sessions in advance of the fair, as well as during the fair (up to 5 minutes in advance of the session start time).

Group Sessions: Host group sessions where you present information to students and provide an opportunity for Q&A. For example, you could discuss the positions for which you are accepting applications and highlight how a student or alum could stand out in the hiring process. Group sessions are 30 minutes in length. As a best practice, we recommend hosting 1-3 group sessions during the fair in order to fill those sessions. Feedback from fall fairs has shown that conversational sessions that include about 10-15 minutes of a presentation followed by time to interact are preferred to a 30 minute formal presentation.

Payment Options & Deadlines

Payments by credit card and check are accepted. Credit card information may be entered through Handshake.

Checks should be made out to "Wisconsin Private Colleges Career Consortium" and mailed to:
Megan Anderson, WorkForce Event Planner
815 W. Rock Pl.
Glendale, WI 53209

All fees must be paid in full by the registration deadline (Tuesday, February 1, 2021). Failure to submit full payment will result in forfeiture of registration and the booth space will be given to another organization.

Publicity to Students & Alumni

As you register for the fair, you will have the opportunity to define what types of roles you are seeking to fill. You can also link positions that are posted in Handshake to your registration, so students and alumni who are planning their virtual visit to the fair will see them. We understand that hiring needs may change. You can edit your registration details at any time to include different details or link additional positions. View [this guide](#) to learn more about how to post jobs in Handshake.

Questions

WorkForce Questions, Including Employer Policies:

Contact Rick Herian, WorkForce 2022 Chair, at rherian@herzing.edu.

WorkForce Online Registration & Fair Logistics:

Contact Megan Anderson, WorkForce Event Planner, at workforcefair@gmail.com.