

Wisconsin Private Colleges Career Consortium WorkForce Fair: Internships, Jobs, & Graduate Schools Policies



The Wisconsin Private Colleges Career Consortium (WIPCCC) provides employers with multiple opportunities to connect with students and graduates of Wisconsin's private colleges and universities. WIPCCC supports an online job posting system and an annual WorkForce Fair, which enable employers and graduate schools to reach students representing all member institutions.

Since 1991, Wisconsin's private and independent colleges have joined together to host the WorkForce Fair. This spring fair gives employers and graduate schools a yearly opportunity to meet college students and alumni who are seeking internship opportunities and professional careers. In 2022, the fair is open to students and alumni of UW and Wisconsin Technical Colleges, as well. The policies outlined in this document pertain to employer and graduate school recruitment activity at the WorkForce Fair: Jobs, Internships, & Graduate Schools.

WIPCCC invites organizations to register for the WorkForce Fair provided they meet the following basic criteria:

- The organization must have actual or anticipated bona fide internship, co-op, or full-time opportunities for our students and alumni.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers at the WorkForce Fair.
- 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, test taking, etc.***
- Employer organizations are expected to be familiar with and to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Career Services and Employment Professionals revised in August 2017. To review the NACE standards, please visit: <https://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>

Third Party Recruiting/Staffing Agencies

Third party organizations are able to recruit for their own staff positions and for other organizations. 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. Furthermore, the agency must meet the following requirements in order to attend Workforce:

- Charge no fees to the candidate.
- Provide a position description for valid openings.
- Commit to applicant privacy. Organizations should only share candidate information with clients when a specific job description is shared with the student/alumni fair attendee.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).
- WIPCCC has the right to limit the number of recruiters in this area or eliminate their attendance without prior notice. WorkForce has a primary purpose of assisting students in connecting with direct employers.

Financial Services & Insurance Agency Employers

This category pertains to employers hiring for 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 thoroughly explained in recruiting conversations and interviews with students and alumni. Only one branch office will be allowed participation in the WorkForce Fair.

Financial Services & Insurance Agency Employers Notes:

******Banks are considered Corporate.***

******Headquarter locations for financial services and insurance organizations hiring for salaried/hourly wage positions (for example, Information Technology, Marketing and Public Relations) are considered Corporate.***

Internship Recruitment Agencies

Internship firms that seek to recruit a candidate pool at the WorkForce Fair will be permitted under the following conditions:

- They clearly identify themselves as internship brokers.
- They do not charge students for the service they provide.
- WIPCCC has the right to limit the number of recruiters in this area or eliminate their attendance without prior notice. WorkForce has a primary purpose of assisting students in connecting directly with employers.

Duplicate Organization Policy

Employers with the same umbrella organization (such as a headquarter office and a branch location) must register as two separate companies since they will receive two separate guidebook entries.

Payment Policy and Deadline

All fees must be paid in full by the registration deadline of Tuesday, February 1, 2022 (excluding government and military employers). Failure to submit full payment will result in forfeiture of registration.

Refund Policy

To receive a full refund, the organization must notify Megan Anderson, WorkForce Event Planner, at workforcefair@gmail.com on or before the registration deadline (February 1, 2022).

If notification is received after the registration deadline (including no-shows), the organization will NOT receive a refund. WIPCCC holds that organizations benefit from WorkForce and its promotion even if the organization is unable to attend because:

- Organizations receive exposure through WIPCCC web advertising.
- Organizations receive exposure through Handshake.
- Organizations receive exposure through career fair promotions at member institutions.

All refunds must be requested; WIPCCC will not automatically offer them.

No-Show Policy

Employers who register and pay, but do not show up for their one-on-one or group sessions during the fair and do not notify the WorkForce Event Planner or Committee Chair will be automatically waitlisted for the next year's fair in the event they would like to register the following year.

Employers who register and do not pay by the payment deadline will forfeit their registration.

Should an emergency arise the day of the fair that will affect your organization's ability to participate, please e-mail Megan Anderson, WorkForce Event Planner, at workforcefair@gmail.com.

Schedule Set-Up Policy

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.

Participation Requirement

The Fair runs from 3:00 p.m.- 7:00 p.m. Students have the ability to both pre-register for sessions and register for sessions during the fair. A student is able to sign up for an open slot up to one minute before the start. To ensure students are able to take advantage of the opportunities at the fair no matter what time they arrive, please ensure you watch your fair dashboard in Handshake closely to see if a student has signed up with you.

Confidentiality Statement

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student/alumni information to another organization without the prior written consent of the student/alumni, unless necessitated by health and/or safety considerations.

Disclaimer

WIPCCC requires all employers who attend WorkForce to follow the Equal Employment Opportunity (EEO) practices as well as NACE Professional Standards in the recruiting process. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation or disabling condition. By registering your company or organization with us, you agree to accept and comply with the policies and procedures of WIPCCC regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of WIPCCC. If WIPCCC determines that an employer has practiced recruiting techniques that are inconsistent with the requirements set forth in this policy, the employer will not be allowed to attend WorkForce, or will be asked to leave if already present. All decisions concerning registration of companies and organizations are made in WIPCCC's sole discretion.

Questions

WorkForce Questions, Including Employer Policies:

Contact Rick Herian, WorkForce 2021 Chair, at rherian@herzing.edu.

Workforce Online Registration & Fair Logistics:

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