

## Wisconsin Private Colleges Career Consortium WIPCCC Career Expo 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 WIPCCC Career Expo, which enables employers to reach students representing all member institutions.

Since 1991, Wisconsin's private and independent colleges have joined together to host the WIPCCC Career Expo. 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 2024, 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 recruitment activity at the WIPCCC Career Expo.

WIPCCC invites organizations to register for the WIPCCC Career Expo 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 WIPCCC Career Expo (formerly 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 WIPCCC Career Expo:

- 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.

### Internship Recruitment Agencies

Internship firms that seek to recruit a candidate pool at the WIPCCC Career Expo (formerly 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 headquarters office and a branch location) must register as two separate companies.

### **Payment Policy and Deadline**

All fees must be paid in full by the registration deadline of Monday, February 3, 2025. Failure to submit full payment will result in forfeiture of registration.

Payments by credit card, check, and EFT are accepted. Employers may be invoiced on the amount selected.

**\*\* Please note:** payments by credit are processed outside of the Handshake system. You will receive an invoice from “accounting” / [cla@waicu.org](mailto:cla@waicu.org). The invoice will contain information on where to mail checks, set up EFT, or pay via credit card.

### **Refund Policy**

To receive a full refund, the organization must notify Megan Anderson, WIPCCC Career Expo Event Planner, at [WipcccCareerExpo@gmail.com](mailto:WipcccCareerExpo@gmail.com) on or before the registration deadline (February 3, 2025).

If notification is received after the registration deadline (including no-shows), the organization will NOT receive a refund. WIPCCC holds that organizations benefit from the WIPCCC Career Expo 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 the fair and do not notify the WIPCCC Career Expo 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, WIPCCC Career Expo Event Planner, at [WipcccCareerExpo@gmail.com](mailto:WipcccCareerExpo@gmail.com).

### **Inclement Weather Policy**

The WIPCCC Career Expo Chair and Co-Chair, in partnership with 3rd St. Market Hall and Event Planner, will decide whether or not to cancel the WIPCCC Career Expo due to inclement weather.

Should a weather emergency be occurring or imminent, the WIPCCC Career Expo Chair and Co-Chair may come to a consensus decision to cancel an event. Good faith efforts will be made to communicate event cancellation to relevant

constituents via e-mail messages and phone calls. We advise all employers to make their own judgment if weather conditions pose an issue or concern.

### **Participation Requirement**

The Fair runs from 3:00 p.m.- 6:00 p.m. and students arrive at varied times throughout that timeframe. To ensure students are able to take advantage of the opportunities at the fair no matter what time they arrive, please ensure you have a representative at your booth for the full duration of the event.

### **Space Limitations**

With the exception of Sponsors, each organization will receive a 10x10 foot space. Please limit any floor displays to six- to eight-foot dimensions. Display space will be strictly enforced. If the display exceeds the allotted area and infringes on neighboring booths or fire exits, they will be asked to remove the portions of the display which exceed the space.

### **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 the WIPCCC Career Expo 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 the WIPCCC Career Expo, 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**

WIPCCC Career Expo Questions, Including Employer Policies:

Contact WIPCCC Career Expo 2025 Co-Chairs, Stacy Tolomeo, [stacy.tolomeo@cuw.edu](mailto:stacy.tolomeo@cuw.edu) or Katie Eippert [kathryn.eippert@cuw.edu](mailto:kathryn.eippert@cuw.edu)

WIPCCC Career Expo Online Registration & Fair Logistics:

Contact Chris Szolyga, WIPCCC Career Expo 2024 Chair, at [cszolyga@carthage.edu](mailto:cszolyga@carthage.edu).