2015/2016 Career Fairs

Employer Registration Information

Visit www.gcsu.edu/career for details on each event

August 19  Part-time Job Fair
Atkinson Hall Porch, 11:00 - 2:00 p.m.
Campus and local employers seeking part-time help

September 9  Senior Picnic
Front Campus, 11:30 a.m. - 1:00 p.m.
Informal networking event to kick-off the senior year
job and graduate school search.

September 23  Accounting Career Fair
Magnolia Ballroom, 9:00 a.m. - Noon
Recruit accounting majors for full-time jobs and
internships. Hosted by the Accounting
Department in the College of Business.

October 7  Internship Fair
Front Campus, 10 a.m. - 2:00 p.m.

October 19  Graduate & Professional School Admissions Fair
Magnolia Ballroom, 10:30 a.m. - 2:00 p.m.
Institutions visit campus from across the US and
beyond to recruit for their graduate programs.

November 19  Career Opportunities Fair in Atlanta
Cobb Galleria Centre, Noon - 3 p.m.
www.georgiacareeropportunities.org

January 29  Teacher Recruitment Day
Magnolia Ballroom, 10 a.m. - 12:30 p.m.

February 10  Information Technology Career Fair
Magnolia Ballroom, 9:30 a.m. - Noon
Recruit MIS and computer science majors for
full-time jobs and internships. Hosted by the IS/CS
Department in the College of Business.

February 22  Nursing & Health Sciences Career Expo
Magnolia Ballroom, 11:00 a.m. – 2:00 p.m.

March 7  Career Expo & Interview Day
Magnolia Ballroom, 11:00 a.m. - 2:00 p.m. (career fair)
2:30 p.m. - 4:30 p.m. (interviews)
Network with business and arts & sciences majors
for full-time jobs and internships from 11—2 p.m.
Employers can also schedule afternoon interviews.

April 13  Statewide Career Fair in Atlanta
Cobb Galleria, 11 a.m. - 3 p.m. www.gace.org

Register for Career Fairs on Career Connection

- Go to www.gcsu.edu/career
- Create a Career Connection account and access the “Career Fairs & Events” section to select an event
- Complete and submit the form
- You can also post jobs and internships to your account

For specific instructions, see the next page of this handout.
Career Connection Instructions
Registering for Career Fairs and Posting Jobs and Internships
www.gcsu.edu/career

Step 1: Create an Account in Career Connection
- Visit the GC Career Center website at www.gcsu.edu/career.
- Link to “Employers” link and follow link to Career Connection.
- Already have an account? Login with your email address and the password: bobcat (unless you created your own account and chose a different password). If you registered but cannot remember your password, select “forgot password.”
- If you do not have an account, choose “Click here to register.” Use the “Find Your Organization” prompt and locate your organization. If you’re a new organization, choose “Can’t Find Your Organization?” and create a profile.
- Click the “Register” button after completing the profile and/or contact information.
- Follow directions below to sign up for specific events.

Step 2: Register for Career Fairs
- Go to “Career Fairs and Events” —> “Career Fairs.”
- Locate the event that best matches your current needs.
- To register immediately, click “Register” next to your event.
- Click on the name of the career fair to see basic information on the event. To register, click the “Register Now” button.
- Complete registration form, paying close attention to required fields. Go to next page to add recruiters.
- The final page will be your payment section. Complete the information and choose “Save.”
- You will receive a confirmation email with event details and receipt or invoice once approved by the Career Center.

Step 3: Post Jobs & Internships and Schedule Interviews
- Login to Career Connection
- Choose “My Jobs” —> “New Job” using the menu at the top
- Complete form and “Save”
- You will receive a confirmation once approved
- To schedule a campus interview for the job posting, go to “My On Campus Schedules” —> “New Schedule Request”

About Career Connection:
The University Career Center uses Career Connection to manage
- Career Fair Registrations
- Job Postings
- Internship Postings
- Campus Interview Schedules
- Student Resume Database

Accessing Career Connection
Click on the “Employer” link at www.gcsu.edu/career and follow link to Career Connection.

You can also email job and internship postings to us at career.center@gcsu.edu

Contact Us
University Career Center
110 Lanier Hall
478-445-5384
www.gcsu.edu/career

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