2015/2016 Career Fairs
Employer Registration Information

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Name</th>
<th>Location</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19</td>
<td>Part-time Job Fair</td>
<td>Atkinson Hall Porch</td>
<td>11:00 - 2:00 p.m.</td>
<td>Campus and local employers seeking part-time help</td>
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<tr>
<td>September 9</td>
<td>Senior Picnic</td>
<td>Front Campus</td>
<td>11:30 a.m. - 1:00 p.m.</td>
<td>Informal networking event to kick-off the senior year job and graduate school search</td>
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<tr>
<td>September 23</td>
<td>Accounting Career Fair</td>
<td>Magnolia Ballroom</td>
<td>9:00 a.m. - Noon</td>
<td>Recruit accounting majors for full-time jobs and internships. Hosted by the Accounting Department in the College of Business.</td>
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<tr>
<td>October 7</td>
<td>Internship Fair</td>
<td>Front Campus</td>
<td>10 a.m. - 2:00 p.m.</td>
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<tr>
<td>October 19</td>
<td>Graduate &amp; Professional School Admissions Fair</td>
<td>Magnolia Ballroom</td>
<td>10:30 a.m. - 2:00 p.m.</td>
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<tr>
<td>November 19</td>
<td>Career Opportunities Fair in Atlanta</td>
<td>Cobb Galleria Centre</td>
<td>Noon - 3 p.m.</td>
<td><a href="http://www.georgiacareeropportunities.org">www.georgiacareeropportunities.org</a></td>
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<tr>
<td>January 29</td>
<td>Teacher Recruitment Day</td>
<td>Magnolia Ballroom</td>
<td>10 a.m. - 12:30 p.m.</td>
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<td>February 10</td>
<td>Information Technology Career Fair</td>
<td>Magnolia Ballroom</td>
<td>9:30 a.m. - Noon</td>
<td>Recruit MIS and computer science majors for full-time jobs and internships. Hosted by the IS/CS Department in the College of Business.</td>
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<tr>
<td>February 15</td>
<td>Summer Camp Showcase</td>
<td>The MAX - Univ. Banquet Rm.</td>
<td>11 a.m. — 2 p.m.</td>
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<tr>
<td>February 22</td>
<td>Nursing &amp; Health Sciences Career Expo</td>
<td>Magnolia Ballroom</td>
<td>11:00 a.m. – 2:00 p.m.</td>
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<tr>
<td>March 7</td>
<td>Career Expo &amp; Interview Day</td>
<td>Magnolia Ballroom</td>
<td>11:00 a.m. - 2:00 p.m. (career fair)</td>
<td>2:30 p.m. - 4:30 p.m. (interviews)</td>
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<tr>
<td>April 13</td>
<td>Statewide Career Fair in Atlanta</td>
<td>Cobb Galleria</td>
<td>11 a.m. - 3 p.m.</td>
<td><a href="http://www.gace.org">www.gace.org</a></td>
</tr>
</tbody>
</table>

University Career Center
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www.gcsu.edu/career

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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.
Step 1: Create an Account in Career Connection

- Visit the GC Career Center website at [www.gcsu.edu/career](http://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”