



Registration available at <https://msu.joinhandshake.com/>

Career Fair Description

Welcome!

Thank you for your interest in the **MSU In-Person Local Job and internship Fair!**

All students from **every major and grade level** are invited to join the fair!

This fair is a perfect opportunity for students who are looking for an internship or part-time job during the school year. **All of these opportunities need to be local, within the Greater Lansing area, or remote.** If your opportunities are not local or remote, please email Mary Molnar-Witherspoon at wither62@msu.edu to see what recruiting events would be the best fit.

This career fair is hosted by the Career Services Network.

Agenda:

1:30 pm- Employer Registration Begins

3:00 pm- Fair Opens to Students

6:00 pm- Fair Closes

Registration Fee:

Regular Registration: \$150 Includes 1 6ft table, up to 2 recruiters, parking, and refreshments. Additional reps can attend for a \$25.00 fee per person.

Sponsorship for the Local Job and Internship Fair: \$1000 Includes 1 6ft tables, up to 6 recruiters, parking, resume book, refreshments, and sponsor recognition on all career fair promotional materials and the Career Services Network website. Additional reps can attend for a \$25.00 fee per person.

Non-Profit, Minority, and/or Women-Owned Registration: \$75 Includes 1 6ft table, 2 recruiters, parking, and refreshments. Additional reps can attend for a \$25.00 fee per person.

Payment by Credit Card:

We accept Visa, MasterCard, Discover Card, and American Express. Once your registration is approved, you will receive an invoice with payment instructions.

Payment by Check:

If you are paying by check, please see the payment information on the attached invoice. Payments are due by August 17, 2023.

Cancellation Policy:

All cancellations must be submitted to the Career Services Events Team (careerevents@csp.msu.edu) by August 17, 2023 at 5pm. No refunds for cancellations will be given after this deadline. Organizations that fail to attend will still be charged the full amount of the event fee.

Parking and Parking Pass Information:

Parking information will be emailed out 1 week before the event.

Address:

MSUFCU Club, Spartan Stadium Office Tower 4th floor, 535 Chestnut Rd, East Lansing, MI 48824

Material Unloading:

You will be able to pull your car up to the front of the Stadium Office Tower Entrance in lot [61](#) to unload your fair materials. You will not be able to leave your vehicle in lot 61.

Display and Materials:

There is no need to bring an extremely complex fair display. You will have a 6ft table area for all displays and materials. We anticipate between 100-200 students in attendance.

Shipping:

Packages will be accepted beginning August 24, 2023.

Shipping is handled by MSU Logistics-- they will receive, store, and deliver your materials to the fair, as well as pick up and schedule return delivery via your predetermined carrier. All shipments being sent back to you require an affixed, pre-paid return shipping label. The cost for shipping to campus is \$60.00 for any amount of boxes. Additional Information can be found here: <https://upl.msu.edu/logistics/specialized-services/event-material-management/index.html>

You are able to track your shipment using this link: <https://upl.msu.edu/logistics/u-track/index.html>

Shipping packages TO an event:

Pay via credit card prior to shipping materials to Logistics. Include the event name, event date, date materials will arrive, and the number of packages being delivered to Logistics and returning to you. Plan for your packages to arrive at Logistics one to five business days prior to the event. Packages received without prior payment will be refused.

ENTER THE \$60 PER EVENT CREDIT CARD

PAYMENT: <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>

Label all boxes:

UNIVERSITY SERVICES LOGISTICS
MICHIGAN STATE UNIVERSITY
ANGELL BUILDING

166 SERVICE RD.
EAST LANSING MI 48824

For: COMPANY NAME, Local Job and Internship Fair
Date: 9/7/2023

Container: *[insert number]* of *[insert number]*

MSU Recruiting Policies

MSU maintains a set of offer policies for employers who seek to recruit on MSU's campus that we are asking all employers to review and acknowledge.

Michigan State University understands that the recruiting process consists of stringent deadlines for both employers and students. It is the University's position that students who make abrupt or ill-advised decisions are not offered the opportunity to evaluate all of their options and seek appropriate counsel, which could result in renegeing on job offers.

The following guidelines apply to all employment offers extended to MSU students, with some exceptions.

MSU Offer Policy

All offers of employment should be in writing. The start of the offer decision deadline starts with the date of a complete written offer. Students need a reasonable amount of time to evaluate and respond to an employment offer. All offers should remain open for a minimum of three weeks and sometimes significantly longer. If necessary, we encourage you to consider extending your offer deadline upon reasonable request from the student.

MSU Exploding Offer Policy

Exploding Offers are prohibited. Exploding offers are offers given during the interview with the explicit or implied intention the offer will be rescinded if not accepted on the spot.

MSU Fall Recruitment Guidelines

Offers extended as a result of a past internship or co-op Full-time conversion offers or returning internship/co-op offers should remain open until: 3 weeks after offer is made or November 1, whichever comes later. Offers extended as a result of fall interviews (September 1 – October 31) Full-time or internship offers should remain open until: 3 weeks after offer is made or November 15, whichever comes later.