EMPLOYERS:
CREATE A PRESENCE AT UC RIVERSIDE

UC RIVERSIDE
UNIVERSITY OF CALIFORNIA

Let students get hands-on with your brand, meet you in person and share their experience with their friends! When they connect with you, they'll understand your values and why your company excels. These recruiting events allow you to meet students, share your career opportunities with them and gives them a chance to ask questions in an informal setting.

Your Contact Information:

Company Name:

Representative Name:

Address:

Phone:

Email:

Website:

Choose your branding and recruitment opportunities:

Limit two per quarter. See detailed descriptions of these opportunities at **go.ucr.edu/hireucr**.

Opportunities	Fees		
☐ Information Table	$75	☐ Email Blast	$100
Time for Info Table is 4 hours: 10-2		☐ Open House	$150
Table and chair provided		*2 hour maximum*	
☐ Coffee Chat	$75	☐ Featured Employer of the Week	$500
Employer provides the coffee or snack		☐ Web Ad	$200
☐ Information Session	$100		
Information Session - 1 Hr			

Event Date & Time:

Preferred Date/Time: Alternate Date/Time: Date of Delivery for Email Blast:

Choose your target population:

Year in School
☐ Freshmen
☐ Sophomores
☐ Juniors
☐ Seniors
☐ Graduate Students

Colleges
☐ Bourns College of Engineering
☐ College of Humanities, Arts, and Social Sciences
☐ College of Natural and Agricultural Sciences
☐ School of Business
☐ School of Public Policy

Preferred Majors

To see a list of all UCR majors, go to **ucr.edu** and search for "majors."

Preferred Majors?

Do you have a preferred GPA range?

Tell us your needs:

Equipment Needs
- ☐ Computer
- ☐ Projector
- ☐ Extension Cord
- ☐ Whiteboard
- ☐ Dry erase pens
- ☐ Speakers
- ☐ Other

Equipment cannot be reserved for Information Tables.

Will you be ordering food for your event?
- ○ Yes
- ○ No

If yes, visit HUB2Go
http://hub2go.ucr.edu/Pages/home.aspx

Let us help you advertise your event!

We will promote your event on campus! In order to promote your event, please include your preferred marketing language. That way, we can effectively reach our students with your accurate messaging. Note: Student interest or participation cannot be guaranteed.

Our Policies

Lead Time
We require a minimum of five days of notice for email blasts and two weeks of notice for all other branding/engagement events.

Qualifications
These special opportunities are exclusively for employers who have already posted a job on our free UCR job board, SCOTJobs. If you have not yet completed this step, please contact us at **(951) 827-3834** or **careerrecruiting@ucr.edu**.

Cancellations
Cancellations must be received within five business days of the event or payment will still be due. The only exception is for inclement weather, in which case an alternate day will be scheduled for outdoor events.

Payment
Once the event is approved, we will email you an invoice. Payment is due in full by the day of the event. Payment is by check or credit card only; we are a no-cash office.

UCR | Career Center

CAREERS.UCR.EDU • **(951) 827-3631**

f @UCRiversideCareerCenter   in @UCRCareerCenter   ⊙ @UCRCareerCenter   ▶ @UCRCareerCenter   🐦 @UCRCareerCenter   👻 @UCRCareerCenter

#HireHighlanders

Our Policies *(continued)*

Job Posting Policy
The SCOTjobs site at UC Riverside is for the listing of bona fide full-time, part-time, intern, seasonal, short-term, and community service positions by small and large businesses, government agencies, non-profit organizations, households and individuals who adhere to Equal Employment Opportunity regulations. A bona fide position is defined as an opportunity that is salaried (not 100% commission) and does not require the candidate to pay a fee for training or other job related expenses. Positions which are entrepreneurial , solely offer stock options, request donations, fees, investments or are items or services for sale cannot be listed on SCOTjobs.

Equal Opportunity Employment / Non-Discrimination Policy Statement
The University of California, Riverside, Career Center does not make its interviewing facilities and online job listing services available to employers who unlawfully discriminate in the selection of employees on the basis of age, national origin, race, religion, sexual orientation, disability or any other basis prohibited by applicable local, state and federal laws. We reserve the right to refuse service to employers due to any violation of University of California rules and regulations. We reserve the right to refuse SCOTjobs access to employers requiring at the time of application personal information such as social security numbers; misrepresentation by dishonest information or absence of information; fraud; harassment of students, alumni, or staff; breach of confidentiality; and failure to adhere to stated policies.

Terms & Conditions
By submitting this request, you are agreeing to all of the terms and conditions stated in this form.

Please submit this form

Please email this completed form to **careerrecruiting@ucr.edu** along with logo or flyer (if desired). We will be in touch with you shortly! If you have questions, please contact our Employer Relations Team at **(951) 827-3834** or **careerrecruiting@ucr.edu**.

Notes

Office Use Only
- ☐ Marketing Statement Received
- ☐ Entered into Symplicity
- ☐ Room Requested
- Date
- Time
- Location
- ☐ Room Confirmation
- ☐ Cart Reserved (if available)
- ☐ Entered into Events Calendar

- Staff Assigned
- Student/Peer Assigned
- ☐ Entered into Google Calendar
- ☐ Invoice Sent
- ☐ Parking Permit/Directions Sent
- ☐ Confirmation Email Sent
- ☐ Payment Received
- ☐ Marketing Statement Received

CAREERS.UCR.EDU • (951) 827-3631

f @UCRiversideCareerCenter in @UCRCareerCenter @UCRCareerCenter @UCRCareerCenter @UCRCareerCenter @UCRCareerCenter

#HireHighlanders