CAREER FAIR 2016

Guidelines

1. Augusto-Rosario Gonzalez Theater (5th Floor, Taft Campus) will be the venue of the Benilde Career Fair.

2. Companies participating in the Benilde Career Fair shall pay the corresponding fees applicable based on the type of package chosen. Check payments must be made payable to: La Sallian Educational Innovators Foundation (DLS-CSB), Inc.

3. Companies who wish to participate in the Benilde Career Fair are requested to fax the attached Registration Sheet to telefax no. 230-5100 loc. 1611 on or before February 19, 2016. After this deadline, companies who still wish to be part of the Career fair may sign up for the event. However, they may have to be waitlisted. Admittance depends on the availability of booths.

4. To enable us to effectively market your company, you are requested to send us a list of your job openings for prior dissemination to graduating students. You may e-mail a copy of the list to lena.catalan@benilde.edu.ph or send it via fax to telefax no. 230-5100 loc. 1611.

5. You must also indicate openings for PRACTICUM level jobs (On-the-job training) if your company offers such for Benilde courses. For new participants, a company profile stating the nature of the business is requested.

6. During the career fair, participating companies are requested to bring and subsequently distribute their company brochures and employee application forms/data information sheets. The mailing or hand-carrying of career fair letters/messages is allowed. Banners or streamers may also be brought-provided that their size suits the size of the booth. Job advertisements, company posters, logos and computers and other marketing paraphernalia will also be accommodated and should be set up by the company representatives on their day of participation.

7. Depending on the type of package availed of, companies are requested to send their duly authorized representatives to the career fair. Maximum number of attendees should be strictly observed. Their names should already be indicated in the confirmation slip. They will be allowed entry through the building’s main entrance during the career fair dates.

8. Company sponsors who will avail of the advertisement in the Benilde publication must confirm on or before February 19, 2016. The sponsor must provide all materials (printed copies of inserts/flyers, size as indicated) on or before February 19, 2016.

9. Distribution of job application forms/data information sheets/company brochures and other marketing materials will be from 10:00 a.m. – 5:00 p.m. only. Company representatives are given an hour to set up their assigned space. Leaving before 5:00 p.m. is discouraged. Companies are highly encouraged to participate for the whole duration of the career fair. This will give students more time to get acquainted with the company and its services.

10. After the career fair, the company representatives have the option to leave some applications forms for distribution to interested students. Company job openings/announcements can also be endorsed to the Career & Placement Office for proper posting. Students who are unable to submit their accomplished forms directly to the company representatives during the career fair would be advised to go directly to the company to submit the forms.