

**POLICY/PROCEDURE MEMORANDUM**

**TO:**  
**FROM:**  
**SUBJECT:** Career Center Employer Information Sessions & Information Tables  
**LAST REVISION:** July 15, 2016

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Employers must meet the requirement of the *Employer Eligibility to Use Career Center Services* policy and hold an active account in Handshake, the Career Center's online recruitment system, in order to host an Information Session or Information Table.

**Information Session Room Availability**

A classroom or meeting room for an Information Session can be reserved through the Career Center Monday – Thursday, except where blackout dates are noted on our calendar. Information Sessions must be reserved and confirmed at least one week in advance of the session date with the Career Center Recruiting Coordinator.

**Information Session Times**

5:00 pm – Information Session may begin

8:00 pm – Information Session and associated follow-up discussions must be completed and participants must vacate the room

**Information Session Catering**

All catering details must be confirmed by the employer to the Career Center Recruiting Coordinator one week prior to the session date. Catering must be delivered by 5:00 pm on the session date. A Career Center staff member will meet the catering company and direct them to the appropriate classroom where the session will be held.

**Information Sessions Hosted by Student Ambassadors**

A Student Ambassador for an employer may host an Information Session for the employer provided that the Career Center receives employer verification in writing that the Ambassador may perform such duty.

**Information Sessions – Alcoholic Beverages Prohibited**

The Career Center will not sponsor or promote any Information Session at which alcoholic beverages will be served, regardless of whether the session is held on- or off-campus. Information Sessions of this nature will be scheduled, staffed, and promoted solely by the hosting employer.

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**Information Table Availability**

The Career Center is able to reserve Information Tables for employers, in the University of South Carolina's Russell House Student Union and select academic buildings upon request. Information tables must be reserved and confirmed at least one week in advance of the table date with the Career Center Recruiting Coordinator.