

## POLICY FOR CAREER EVENTS:

### CAREER CENTER AND STUDENT ORGANIZATIONS

U.C. Berkeley student organizations must request co-sponsorship with the Career Center for all multiple-employer career-related events which require registration fees or payment-in-kind. As the official designate for campus recruiting and employer activity (including, but not limited to Career Programs, On-campus Recruiting and recruiting events such as Career Fairs and Industry Forums), the Career Center holds primary responsibility for employer relations and career events, including:

- **Organizational Oversight:** Provide consistent and coordinated event plans and first-class customer service to employer partners recruiting at Cal.
- **Employer Relations Strategy:** Provide expertise so that events reflect the recruiting and marketplace fulfillment needs of employers.
- **Partnerships:** Facilitate partnerships between employers and targeted student group as well as appropriate College, School or Department affiliates.
- **Budgeting:** Oversee income and expenses in accordance with university policies.

#### A. POLICY GUIDELINES

The following guidelines apply to all student organization co-sponsorship requests:

- Student organizations must request co-sponsorship by first contacting the Employer Relations office ([recruit@berkeley.edu](mailto:recruit@berkeley.edu)) or Career Center liaison, then completing registration a minimum of one semester in advance.
- Student organizations may not hold any career events that duplicate the focus of any other Career Center activity within two weeks of a scheduled program nor in the week immediately before or during a major Career Center fair - including, but not limited to the *Cal Career Fair* (September), *EECS Career Fair* (September), *Early Bird Internship Fair* (October), *Diversity Career Fair* (January), *Internship & Summer Job Fair* (February), and *Just in Time Job Fair* (April).
- Student group events that involve third-party commercial organizations (i.e., staffing agencies) or that provide a product or service offered by the Career Center will not be approved for Career Center co-sponsorship.
- Student groups are expected to cooperate in consolidating career events that attract similar employers, as well as avoid duplicating events presented or co-sponsored by the Career Center.
- Student groups assign one officer (commonly, VP External Relations) to serve as Career Center liaison in order to facilitate clear and effective communication.

## B. ROLES AND RESPONSIBILITIES

Responsibilities for producing approved co-sponsored events are shared between the Career Center and student organizations.

Career Center major responsibilities are:

- **Calendaring:** Scheduling Fairs/Forums, all recruiting activities, information sessions.
- **Invitation List:** Collaborate with student organization to finalize targets and contact information in advance of invitation to avoid duplication and incorporate campus recruiting and alumni contacts.
- **Registration/Billing:** Integrate registration and contact functions with Career Center systems; administer all collections and accounting functions.
- **Facilities/Parking/Shipping/Food:** Oversight of all related logistics.

Student Organizations' major responsibilities are:

- **Customer Service:** In addition to service provided by the Career Center, student organizations provide extra level of service through regular communication with employers in order to establish personal connections and build recruiting value.
- **Publicity/Communication:** In addition to Career Center calendar listing for events, student groups publicize event on campus.

## C. BERKELEY CAMPUS REGULATIONS IMPLEMENTING UNIVERSITY POLICIES

Key excerpts from the University of California Policies Applying to Campus Activities, Organizations, and Students, issued by the President of the University effective August 15, 1994 include:

- Organizations may not represent activities as endorsed, sponsored or sanctioned without express written permission of authorized University official. (*e*) *General Definitions*
- Organizations are required to keep current records showing means, purpose, use and amounts of funds raised and available for inspection. (233)

*Additional policy information available at:* <http://students.berkeley.edu/uga/regs.stm>.

## D. HAAS SCHOOL OF BUSINESS STUDENT ORGANIZATION POLICIES

For additional information governing Haas undergraduate student organizations and requirements for maintaining sponsorship or affiliation with the Haas Business Student Association (HBSA) and Director's Advisory Committee (DAC), visit:  
<http://www.haas.berkeley.edu/Undergrad/organizations-sponsorship.html>.