



GRADUATE RECRUITMENT AND PLACEMENT FAIR 2018

Day 1: **BUSINESS, FINANCE & LAW**, Tuesday 16 October 2018, 10.30am – 3.00pm, Whitla Hall
Day 2: **TECHNOLOGY**, Wednesday 17 October 2018, 10.30am – 3.00pm, Whitla Hall
Day 3: **SCIENCE & ENGINEERING**, Thursday 18th October 2018, 10.30am – 3.00pm, Whitla Hall

Following consultation with both students and employers, this year we have made some changes to the focus of each day separating the roles on offer into three main clusters as detailed above. This event is for organisations offering graduate, placement and/or internship opportunities for 2019.

REGISTRATION GUIDANCE NOTES

1. Do you have an Employer Profile on MyFuture?

Registration for this event is through MyFuture, if you do not have an Employer Profile click [here](#) for a step by step guide.

2. Preparing to Register

Please note that once you start the registration process you cannot save sections and return to the booking, you will be required to complete the booking process from start to finish, therefore, we recommend that you prepare for registration as follows:

Please check that you have the following information prior to registration:

- Account Profile on MyFuture complete and updated.
- Relevant day(s) to attend selected.
- All relevant company details and contact information including secondary contacts.
- Event logistics (including representatives attending, lunches, parking and exhibition space requirements including number of poser tables required, power and other requirements).
- All relevant financial information including: Organisation Name and Address for Invoicing, PO Number, if applicable, and VAT Registration Number for Non UK Organisations within the EU.
- Expression of interest in Presentation or Proposed Demonstration Area.
- Promotional information (as detailed below).

GRPF2018 Promotional Information will aid the promotion of your organisation's attendance at the event. This will become visible to students on the MyFuture Fair Module once your registration is approved, thus assisting student preparation. Please ensure you have the following information prior to registration:

- (i) Organisation Name**
Your preferred organisational name for e.g. signage and other promotional materials.
- (ii) Company Logo**
EPS files are recommended but other image types such as GIF and JPG are acceptable.
- (iii) Organisation Overview**
This information is populated from your main Employer Profile. You may wish to amend it for the purposes of this event, however, it will not overwrite or update your existing information.

- (iv) **Industry Sector**
Your organisation's primary industry or sector of operation.
- (v) **Roles Recruited**
The range of opportunities you have on offer.
- (vi) **Why would you want to work for us?**
Key facts, essential criteria or other information that will sell your organisation's opportunities to students!
- (vii) **Academic Disciplines**
Degree course(s) / group of students your organisation is looking to recruit.
- (viii) **Number of GRADUATE Opportunities**
- (ix) **Number of PLACEMENT YEAR Opportunities**
- (x) **Number of INTERNSHIP opportunities**
- (xi) **Recruitment Start Date**
- (xii) **Recruitment Website**
- (xiii) **Additional Information on your Recruitment Processes**

3. Registration

- (a) To book your exhibition stand for the event, please log onto your [MyFuture](#) account and complete the GRPF Registration Form which is visible under the Attend Events heading.
- (b) As you complete the form, instructions are provided within each section, please read these carefully.
- (c) Please note that you cannot save individual sections without completing the registration process.

4. Booking Policy

This event is for organisations offering graduate, placement and/or internship opportunities for 2019. Employers attending GRPF are expected to provide clear evidence of final year, placement or internship recruitment in 2019. Recruitment Agencies will not be permitted.

5. Booking Process

You should check the status of your booking on MyFuture and that you have received the following correspondence:

- Email confirmation that your stand has been secured once approved.
- Final Details email with exhibitor information close to the event.

Please note that we will contact you if further information is required, incomplete information will delay booking confirmation.

We reserve the right to reject or amend registration forms that are deemed not to meet current guidelines. Please review our [Policy for the Promotion of Employers and their Opportunities](#)

Please Note: Capacity is limited and booking will close once maximum capacity is reached therefore we advise you to book early.

6. Updates

Please ensure that your registration is accurate and kept up-to-date. Any subsequent changes MUST be amended on your form and resubmitted for approval.

Full details of current job opportunities should also be uploaded via the Job Posting link well in advance of the event for maximum publicity.

7. Cancellation Policy

Space is limited and organisations will be charged at full rate if cancellation occurs within four weeks of the event.

8. Invoicing

Invoices will be issued after the event as per information within your registration.

You must ensure ALL required information is provided and accurate so that booking can be processed. Any resulting delays in processing for payment may incur an additional charge.

9. Contact

Elaine McMahon, careersfairs@qub.ac.uk 028 9097 3950 for any queries related to attendance or completion of the registration form.

recruit@qub.ac.uk for any general queries related to MyFuture or posting vacancies.