**GRP INFORMATION PACK.**

Dear Valued Recruiter,

Thank you for your interest. Kindly refer to the below and attached for more information on the services we offer.

For your convenience, kindly find attached calendar of events for the Wits Graduate Recruitment and Employability Programme for 2020 as well as term dates and rates card.

To register, please follow the link <https://ccdu.wits.ac.za/ccdu-grp>  – works best on google chrome.

If you are a first time participant, please register first on the link, you will then get an activation email, which you will need to click to login. If you have participated before, simply use the same email address and username you used to register.

We also offer the Journey to Employability (JEm) workshop/presentation opportunities (also accessible via link above) to recruiter, employers and other external career practitioners – who are interested in participating/facilitating a career development workshop/presentation of their choice. We welcome other suggestions and/or topics that might be of relevance to our students.

With regards to the full time offer please note that you are able to add the advert/vacancy directly on to the alumni careers portal using the URL: <http://wits.alumnicareers.co.za/submit/> and you will also be able to view the advert here: <http://www.wits.ac.za/alumni/careers/>

Please let Valencia Mdiya Valencia on [Valencia.Mdiya@wits.ac.za](mailto:Valencia.Mdiya@wits.ac.za) – 0117171098 know once you have loaded the advert so that she can approve it.

You are welcome to contact me on details provided below if I can be of further assistance.

***Signature.***

**UNIVERSITY STUDENT EMPLOYMENT (USE)**

Dear Student.

Thank you for contacting the Graduate Recruitment Programme (GRP) at WITS.

The University Employment Service (University Student Employment) (USE) is a subscription based jobs notification services that allows you to receive alerts/notifications via email whenever positions are received from recruiters/employers. (prospective employers, staff and departments within the University)

Please follow this link <https://goo.gl/forms/0v4fbIg8yGLOdne62> to sign up for University Student Employment (USE). Opportunities range from part-time jobs, internships, bursaries, to vacation work.

Alternatively, (You are also welcome to follow us on our social media platforms below – provide all links – for further career and employment related engagements.) you can also follow our social media platforms (Facebook & Linked-In) for notices on jobs and other career related opportunities including our Journey to Employability (Jem) workshops/sessions.

You are welcome to contact me on details provided below should you wish me to be of any further assistance.

***Signature.***

**NEW APPLICATION – FIRST RESPONSE**

*(Acknowledging Application & Requesting Quotation Signature)*.

Dear Valued Recruiter.

Thank you for your application to participate in the 2020 GRP (service selected).

Kindly sign the quotation (attached herein) as acknowledgement (of all services opted for in order for the invoice process to take place). Please note payment must be effected at least 21 days prior to any chosen event for confirmation to take place.

Any other promotional / marketing service will only be actioned upon receipt of proof of payment.

You are welcome to contact me on details provided below should you wish me to be of any further assistance.

Regards.

***Signature.***

**NEW APPLICATION – 2ND RESPONSE.**

*(Acknowledging Application & Requesting Quotation Signature).*

Thank you for the attached signed quotation/and /or Purchase Order.

Please note invoicing can take a maximum of 10 days. Your booking has been tentatively reserved.

As soon as we are in receipt of your invoice we will forward to you – kindly ensure to forward POP as soon as payment has been effected in order for us to clear your account with Sundry Debtors and confirm your participation.

A reminder that NO service will be carried out without payment and POP must be sent to finance for the attention of: [joseph.godzwana@wits.ac.za](mailto:joseph.godzwana@wits.ac.za) and Cc [grp.ccdu@wits.ac.za](mailto:grp.ccdu@wits.ac.za) .

Regards.

***Signature.***

**PAYMENT HAS BEEN RECEIVED.**

Dear Valued Recruiter (Name of Contact).

Thank you for the POP, please note your participation is confirmed as per below:

Depends on service selected.

Event type/ service/s

**Date**:

**Time**:

**Venue** – needs to be booked and confirmed

N.B. If its promotional / marketing service request marketing material with deadline date for submission.

**COMPANY PRESENTATIONS:**

Date: 22 February 2020

Time: 17h00 – 18h30

Venue: CLM102, CLM Building, West Campus

Map/ Directions / Parking Voucher: Attached

Please take note of the following:

A technician will be available to help you setup, please bring own laptop.

1. Kindly send through communication to advertise / make your targeted students aware of your visit
2. Communication will be sent to your targeted students who opted to receive communication on such opportunities
3. Recruitment drives are NOT compulsory, students attend based on their interest and availability, however, we will broadcast your visit as best as we possibly can. Please be mindful of the fact that presentations have not been experiencing a favourable turn out from students with some having no shows regardless of the marketing – PLEASE BE MINDFUL OF THIS REALITY
4. You only have access to the venue at the allocated time
5. Student lunchtime is from 13h20 – 14h10 – (if it’s a lunchtime presentation)
6. Parking is a serious concern and challenge at the University, we do suggest arriving early to allow time to find available parking
7. (Intern name / Host) will be available to settle you please contact them on this number……… as soon as you to campus
8. Please note cancellation procedure and standard terms and conditions are applicable on all services opted for. No cancellation will be effected once an invoice has been generated.
9. Should you have any comments / complaints / concerns please feel free contacting Bongi on 011 717 9145 or email [grp.ccdu@wits.ac.za](mailto:grp.ccdu@wits.ac.za)

Wishing you a fruitful day as you engage with interested Witsie’s.

Regards.

**Signature.**