



## UNIVERSITY OF JOHANNESBURG: RECRUITMENT PROGRAMME: CAREER FAIRS

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### ANNOUNCEMENT

Due to stricter compliance requirements regarding UJ occupational health and safety standards, we regret to inform you that Career Services will be unable to accommodate any requests for the provisioning of food or beverage facilities, during the 2020 on-campus career fairs.

#### 1. Career Fair Information

All Career Fairs will start at 09:00 and finish at 15:00. Exhibition areas must be ready by latest 08:30 every morning. Companies will be allowed onto campus from 06:00 in the morning to set-up. If your company is registered for one day only, all exhibition material must be removed on the same day before 17:00.

#### 2. How to register on the day of the Career Fair

All companies must report to the Career Services information desk at the particular venue, from where participants will be shown to their display area and provided with badges for admission onto the campus and into the building. All staff of participating companies must wear this badge and display their admission badge on campus as well as at the gates, as proof of permission to be on campus.

#### 3. More about the display areas

Each display area will be enclosed on three diagonal sides with white exhibition panels and measures approximately 1 x 3 x 1 metres and approximately 3 metres in depth to the front (depending on the layout of the area).

- One trestle table with a black stretch table cloth, four conference chairs, one brochure holder, one lockable counter, two spotlights and one power point will be provided for each display area.
- Each display area will be fitted with a fascia-board.
- Each company will be responsible for constructing (where applicable) and decorating its own booth.
- Companies are requested not to leave any exhibition material in the venue on the last day of their exhibition. If such material is found it will be confiscated.

#### 4. Our Marketing to UJ students

Note that our marketing to UJ students includes the following: Recruitment Programme distributed to all UJ campuses; 8 000 printed Recruitment Guides which will be available to all final year students; placement of company posters on all UJ campuses, mass emails to students; emails to UJ staff and departmental heads; student portal; and social media (Facebook & Twitter).

## 5. Off-loading of exhibition material and Parking

### Auckland Park Kingsway Campus

The Ditton Avenue entrance to the campus will be available for the off-loading of all exhibition materials below the foyer (refer to the attached map). Once all exhibition materials have been off-loaded, all company vehicles must park at the “overflow” parking area, which will be guarded and demarcated into reserved parking lots. A shuttle service will be available between the “overflow” parking area and the foyer from 06:00 to 17:00 daily.

- Please note: The University of Johannesburg accepts no liability or responsibility for any loss, theft, accidents, fire or injuries that may occur on or off of the campus. We encourage companies to take out their own insurance to cover such contingencies.

## 6. Refreshments

Refreshments will be supplied throughout the day.

## 7. Company hand-outs

Companies are advised not to bring any noise-making products that might directly or indirectly interrupt classes as well as cause harm to others. Such products will be confiscated by the UJ Security.

## 8. Student assistants

Student assistants will be available to assist with the off-loading of items to your exhibition area.

## 9. Information/material sent from companies to the UJ via courier services

We urge companies to contact Mrs Liesl Scheepers to confirm receipt of information/marketing material/application forms sent via courier services.

## 10. Storage of exhibition material and Security

The UJ does not have storage facilities available for exhibition material. Should you wish to leave valuable exhibition material at the stall, you may arrange with Mrs Liesl Scheepers to hire a guard for your display area, for the costs whereof you will be liable. There will be guards at the exhibition venues, but the UJ will accept no responsibility for lost/stolen items.

**Please note: The University of Johannesburg accepts no liability or responsibility for any loss, theft, accidents, fire or injuries that may occur on the campus. We encourage companies to take out their own insurance to cover such contingencies.**

## 11. Important notice regarding promotional material

A R100 fine will be levied for any promotional material (such as posters) posted up by anyone other than a staff member of the UJ PsyCaD Career Services before or during the UJ Recruitment promotion. In addition, please note that no posters may be posted up on walls, floors, pillars, doors or windows.

## 12. Posters for the Career Fairs

### Law Career Fair

Kindly supply us with **at least 10 posters by 24 February 2020**, to be displayed in strategic places. All posters must indicate the date of the Career Fair and the hours when you will be available, as well as the type of candidate you will be recruiting. **Poster sizes may not exceed A3.**

The PsyCaD Career Services will not be responsible for the removal of posters by students from the various notice boards, or for posters delivered to the wrong address. In addition, the PsyCaD Career Services will not be responsible for any printing or other errors on posters. Companies must please check their posters to ensure that all information thereon is correct.

### General Career Fair

Kindly supply us with **at least 20 posters by 17 July 2020**, to be displayed in strategic places on all four campuses, (UJ Auckland Park Kingsway Campus, UJ Soweto Campus, UJ Doornfontein Campus and UJ Auckland Park Bunting Road Campus), as and where applicable. All posters must indicate the date of the Career Fair and the hours when you will be available, as well as the type of candidate you will be recruiting. **Poster sizes may not exceed A3.** Owing to the limited space on campuses, as well as to the huge number of companies participating, we can only accommodate 20 posters per company.

The PsyCaD Career Services will not be responsible for the removal of posters by students from the various notice boards, or for posters delivered to the wrong address. In addition, the PsyCaD Career Services will not be responsible for any printing or other errors on posters. Companies must please check their posters to ensure that all information thereon is correct.

### 13. Cancellation Policy

Kindly note that we will not accept any cancellations after the following dates:

- Law Career Fair: 19 February 2020
- General Career Fair: 24 July 2020

Companies who do not adhere to the cancellation dates will be held liable for the full amount payable. Please submit cancellations requests directly to Liesl Scheepers via email: [liesls@uj.ac.za](mailto:liesls@uj.ac.za). In addition, the company will be responsible for ensuring that the cancellation instruction has been received by the University. For confirmation of a cancellation, please contact Liesl Scheepers at ☎ (011) 559-2601.

### 14. Campus maps

For a map of a particular campus and directions to UJ, please visit [www.uj.ac.za](http://www.uj.ac.za) < Contact Us.

### 15. Delivery Address

**Our physical and postal addresses are as follows:**

**For attention of Liesl Scheepers**

**Physical address:**

Centre for Psychological Services and Career Development (PsyCad)  
APK Campus  
C Ring 107 (orange block, ground floor)  
cnr Kingsway & University Road  
Auckland Park

**Postal address:**

University of Johannesburg  
Auckland Park Kingsway Campus  
PO Box 524  
AUCKLAND PARK  
2010

You are welcome to contact us should you need more information.

Kind regards,  
Liesl

Ms LIESL SCHEEPERS

Recruitment Programme Coordinator: Career Services

Centre for Psychological Services and Career Development (PsyCaD)