



# Careers Fair

## Information for employers and organisations



Teesside  
University

**The annual Careers Fair takes place in November, attracting students and graduates from a wide range of courses. Our aim is to facilitate a marketing network for employers\organisations and students and to provide an opportunity for both parties to meet in a focused, but informal, setting.**

### Careers Fair Facts:

- The fair is open to all students and graduates.
- Approximately 1000 students attend the fair each year.
- Approximately 60% are final year students, 30% are 1<sup>st</sup>/2<sup>nd</sup> years and 10% are graduates.
- Interested students are from many different disciplines who are looking for a variety of opportunities.
- The fair is held in two adjacent halls located on the centre of the university campus.
- The halls can accommodate up to 50 employers\organisations.
- The aim is to attract a wide variety of exhibitors locally, nationally and internationally:
  - employers from major graduate recruiters to promote their graduate, industrial placement and vacation work schemes
  - employers promoting immediate and future vacancies
  - professional bodies
  - training organisations and providers
  - recruitment services to students and graduates
  - voluntary organisations
  - information on taking a gap year
  - information on postgraduate study and research opportunities
  - enterprise and self employment opportunities.

### Administration:

The charge to exhibit at the fair is £100 (non-refundable fee), which includes:

- Allocation of floor space.
- Requisite tables and chairs.
- Access to a power socket (if required).
- Access to the internet via wireless network (if required).
- Allocation of parking spaces in a car park situated near to the venue (no permit required).
- Access to portage.
- Tablecloths (if required), bottled carbonated water.
- Refreshments throughout the day (drinks vouchers supplied on the day).
- Buffet lunch (held in Waterhouse Building nearby, no vouchers required).
- Access to photocopying on the day.
- Support from members of the careers staff available throughout the day.

## Publicity includes:

- Publicity on the careers fair web pages [www.tees.ac.uk/careers/fair.cfm](http://www.tees.ac.uk/careers/fair.cfm) .
- Full vacancy advert placed in the **Careers Fair Opportunities Bulletin** (circulated from early Oct and at the event).
- Full vacancy advert and company/organisation logo posted on the job search pages of the careers service website [www.tees.ac.uk/careers/careers\\_help/job\\_search.cfm](http://www.tees.ac.uk/careers/careers_help/job_search.cfm) .
- Vacancy advert distributed to appropriate School contacts
- Targeted emails to subject discipline areas
- Advertising of the event via careers related websites and intranets, Blackboard, Facebook, Alumni website, emails, bulletins, careers events, liaison with Schools, presence in the Schools, notice boards, School plasma screens, posters, flyers, student job centre, students' union, campus-wide TV, local press.

## Interested?

**Contact:** Ms Alexandra Wright, Careers Information Officer  
Email: [a.wright@tees.ac.uk](mailto:a.wright@tees.ac.uk) or Phone: 01642 342260

- Employer\organisation bookings accepted (subject to availability) until beginning of October.
- Email confirmation sent on receipt of completed booking form and summary of opportunities form.
- Invoice raised.
- Employers\organisations are advised to regularly check the careers fair web pages to find out **Who'll be there** and to view, nearer the event, the floor plan details.
- Maps, local information (including accommodation and restaurants) and travel directions, will be sent to you early in October.
- Employers\organisations will be given an information pack on their arrival at the event, containing information about the University and the services on offer to employers provided by the careers service, a copy of the careers fair opportunities bulletin, floor plans, a feedback form and drinks vouchers.
- We request you leave a full set of your recruitment information for updating the careers reference files which students can access throughout the year.
- Careers staff welcome your informal feedback throughout the event.
- Prior to your departure, we appreciate completion of our feedback form, the details of which will be used to improve our planning of future events.

**NB: Early booking is essential**

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[www.tees.ac.uk/careers](http://www.tees.ac.uk/careers)

