



Office of Career Services

Student Pre-Registration Form for
Career Fair

Name _____

Permanent Address _____

City, State, Zip Code _____

Home Number _____ Cell Number _____

College Address _____

City, State, Zip Code _____

Dormitory _____ Campus Number _____
(If Applicable) (If Applicable)

Email Address _____

Major _____ College _____

Department Advisor _____

I commit to the following:

_____ Proper Dress (Suit Up For Success)

_____ Provide interested companies with resume

_____ Research companies of interest

Signature _____

Date _____

Student Pre-Registration Policy for Career Fair

Students participating in the Career Fair activities are required to register for entry and also be registered on-line in the JaguarTrak system.

- I All Students must complete a pre-registration form to participate. A pre-registration form to participate can be obtained from the Office of Career Services and/or their respective college liaison.
- II Upon completion of the student registration form:
 - A. The student commits to dressing properly. For proper dress code information, go to www.subr.edu/careerservices and click on the Student Services link. Then click on the “Suit Up For Success” link.
 - B. The student commits to research companies of interest. They may utilize the Vault On-line Library. To access the Vault Library, go to www.subr.edu/careerservices and click on the Student Services link. Then click on the “Vault Career Library” link.
- III Students must wear a name tag for entry to the Career Fair which will be provided through pre-registration in their college with the College/Department Liaison.

Fall Semester Career Fair Pre-Registration Dates

August 21, 2007-September 14, 2007

Students may pre-register the entire week preceding Career Week activities. Remaining students will register at the event

Student Pre-Registration Instructions for the CAREER FAIR

Step 1. Jaguartrak Registration

We have updated our services to include on-line registration where you can access jobs, internships, co-ops & full time employment with the Office of Career Services.

1. Log on to- www.subr.edu/careerservices
2. Fill out your profile. On your LOGIN INFO: Username: it is best to use your email address. (CREATE YOUR OWN PASSWORD)
3. Preview Profile & Submit Then, upload your resume. Don't forget to check the box & name your resume.
4. This site is custom designed to provide employers with your resume and schedule interviews

Step 2. Pre-Registration In Your Department

Registration Starts August 21, 2007-September 14, 2007

After you have registered on JAGUARTRAK you need to visit your department, contact the Department Liaison and complete the Student Registration Form.

It is a must that you register in your department.

You **MUST** wear the Career Fair Registration name tag provided in your department to the career fair with 20 copies of your resume.

You will enter at the Main Entrance of the F.G. Clark Activity Center.

There will be labeled resume drop boxes for each student. Further directions will be provided on site.

LATE REGISTRATION

You will enter at the main entrance of the F.G. Clark Activity Center and register at the table located in the lobby. There will be name tags on tables to write your name, classification and major. You will provide a resume in the appropriate boxes according to your college.

JAGUARTRAK REGISTRATION IS NOT THE SAME AS PRE-REGISTRATION FOR THE CAREER FAIR. YOU MUST DO BOTH.

(1) JAGUARTRAK REGISTRATION

(2) CAREER FAIR PRE-REGISTRATION (Contact the Liaison in your Department)



CO-OP FACTS

WHAT IS CO-OP?

Cooperative Education is an employment opportunity that combines real-world work experience in your field of study, college credit and professional level pay.

WHAT KIND OF EXPERIENCE?

On the job work experience with an employer who has real work assignments.

WHO WOULD HIRE A COLLEGE STUDENT WITH NO EXPERIENCE?

Employers locally and statewide hire hundreds of students every year.

WHY?

Because hiring good students makes good business sense. Most co-op employees are generally bright, highly motivated, eager to prove themselves, willing to learn, enthusiastic, hard-working and have great ideas.

WHAT KIND OF EMPLOYERS HIRE STUDENTS?

All kinds; From the very small company to large industry; Federal, state and city governments; Public and private; Technical and non-technical. Manufacturing and service. Neighborhood, national, and international; Profit and non-profit.

WILL I BE TRAINED AND HOW LONG WILL I WORK?

Your employer trains you while you work on assignments in your career and academic field. You may work part-time during a Spring, Summer, or Fall semester combining school and work, or you may work fulltime, alternating semesters of work with semesters of school.

AM I PAID WHILE I WORK?

Yes. If you are on a co-op assignment, you get paid. Many co-op jobs let you earn enough to reduce the dependence on your parents or on financial aid. Real-world work experience in your field is the point and more importantly building your resume for employment upon graduation.

WHERE ARE THESE CO-OP JOBS?

All over the city, state and country.

HOW DO I GET SELECTED BY AN EMPLOYER?

Your career services office will assist you in setting up an interview and or refer your resume to employers that match your skills and interests. Many employers visit the campus and interview potential co-ops before making a final selection.

PLAN A COLLEGE EDUCATION THAT WORKS FOR YOU---CO-OP!!!

