



# Career Fair

## September 26, 2017

#careerfairqueensu



### Essential Details

Tuesday, September 26, 2017  
10:30 am – 3:30 pm  
Athletics and Recreation Centre – Main Gymnasium  
284 Earl Street, Kingston ON, K7L 2H8

### Event Schedule

<i>8:30am – 10:30am</i>	Check in and set-up  Please find our staff and Ambassadors (student volunteers) at the welcome desk. They will help you locate your booth and provide any assistance you may require.  Working breakfast provided in the gymnasium.
<i>10:30am – 3:30pm</i>	Career Fair in progress
<i>12:15pm – 2:00pm</i>	Lunch will be available in the Alumni Lounge
<i>3:30pm – 4:00pm</i>	Booth take-down Our staff and Ambassadors will be on hand to assist you.

### Student Ambassadors

Career Services Ambassadors are student volunteers who help at our special events and in our career centre. Look for these students, who will be wearing red polo shirts. They are here to help you throughout the day, and to share the spirit and hospitality of Queen's University.

**A big thank you to this year's Student Ambassador Uniform Sponsor, **Coca-Cola!****

(613) 533-2992  
mycareer@queensu.ca  
<http://careers.queensu.ca>



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## Shipping Your Materials

### Shipping to the Fair

If you are shipping your Fair materials ahead of time by courier, please ensure their arrival to the Career Services office by 4:00pm on Friday, September 22, 2017. They will then be awaiting you at your assigned booth on the day of the fair. Please ship to:

Attention: Barbara Russell, Queen's Career Fair Sept 26<sup>th</sup>  
Queen's University Career Services  
Gordon Hall, 3<sup>rd</sup> Floor  
74 Union Street, Kingston, ON, K7L 3N6

### Return Shipping

If you would like Career Services to ship your materials to your office or next event following the Fair, please email a waybill to [gocr@queensu.ca](mailto:gocr@queensu.ca). After the fair, pack up your materials and leave them clearly labelled with your company name at your booth. You can arrange pickup with your courier after 8am on Wednesday, September 27 from Career Services (Gordon Hall, 3rd floor, 74 Union St. Kingston ON).

## Accommodation in Kingston

If you require accommodation during your visit to Kingston, please visit Tourism Kingston's hotel listing at <http://tourism.kingstoncanada.com/en/stay/Stay.asp>.

## Getting Here

The Athletics and Recreation Centre is located at 284 Earl St. There are multiple entrances to the building. A map of Queen's campus is available here: <http://www.queensu.ca/campusmap/main>. Directions to Queen's can be found here: <http://www.queensu.ca/discover/visit/directions>.

## Arrival and Parking

Parking is available at the Stuart Street Underground. The entrance to the garage is on the north side of Stuart Street, at the intersection of Stuart and Lower University.

The garage is located a few blocks south of the ARC, so if you have materials to drop off, you can do so at the main entrance of the ARC at 284 Earl St. before proceeding to the garage.

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You do not require a parking pass to enter the garage; only to leave at the end of the day. If you requested parking on your registration questionnaire, please see a staff member or Ambassador during the fair to obtain your exit pass.



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## Electricity and Internet

Electricity will be available at your booth for those who have requested it on their registrant questionnaires. If your needs have changed, please let us know via email to [gocr@queensu.ca](mailto:gocr@queensu.ca) as soon as possible.

Two charging stations are available for small electronic devices: at the Student Lounge and outside the DrugSmart in the ARC Atrium.

Wi-Fi will be available throughout the building. The username and password can be obtained from our staff and Ambassadors at the welcome desk.

## Cancellation Policy

Please send notice of cancellation in writing to [gocr@queensu.ca](mailto:gocr@queensu.ca). If notice of an exhibitor cancelling their registration is received 14 days or more before the event, a full refund of registration fee less a \$100 administrative fee will be given.

If the cancellation is received after the 14 day cut-off date, no refund will be issued. This policy applies whether or not payment was submitted at the time of online registration – exhibitors who cancel within the 14 day cut-off date will still receive an invoice.

Exhibitors who register for the Fair but do not attend on the day of the event will be required to pay the full cost of registration for the Fair. No registration will be accepted for a future event until payment for the unattended Fair is submitted.

## Inclement Weather

Cancellation of this fair is highly unlikely and has not occurred for the last 10 years.

However, if severe weather conditions cause a closure of Queen's University Campus, this Fair will be cancelled. Campus closures are posted on the central Queen's website at [www.queensu.ca](http://www.queensu.ca).

A cancellation will also be communicated directly to exhibitors as soon as possible. In the case of event cancellation, participating organizations will be offered, in lieu of and at no additional cost, registration at one of Career Services' future career fairs. No registration fee refunds will be issued. If the Fair is already in progress at the time of campus closure, there will be no refund or deferred registration.

No refund will be issued if the Fair is in operation and an exhibitor is unable to attend due to severe weather in their geographical region – in this case, our usual cancellation policy will apply. If possible, our staff will work with those affected to carry registration forward to a future career fair event.

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## The Queen's Student Experience

Approximately 95% of the Queen's student population comes from outside of Kingston, which means that students are open to career opportunities throughout Ontario, Canada, and beyond.

In addition to the knowledge they gain from coursework, Queen's students have a wealth of experience from a diverse array of extracurricular activities. These may include competition as a varsity or intramural athlete; representing their peers through student government (such as the Alma Mater Society), departmental student councils, or student societies (such as EngSoc or the Nursing Students' Society); or membership in one of the 215+ official clubs at Queen's.

Even before graduation, Queen's students have gained on-the-job and experiential learning experience. You can ask students about their hands-on course projects; internship placements through the Queen's Undergraduate Internship Program (QUIP) or M.Eng Internship Program; summer jobs or Summer Work Experience Program (SWEP) placements; and on-campus research or Work-Study positions.

## Student Accessibility

Some best practices to be a "disability-friendly" employer include:

- DO incorporate offers of disability accommodation and alternate formats into each stage of your recruiting process (advertising, offering application materials, testing, interviewing, and extending offers)
- DO consider "or equivalent" statements in job ads and job descriptions. Many students with disabilities may not have typical experience
- DO scrutinize your website and promotional materials and consider offering alternate formats (e.g. large print, text documents, etc.)
- DON'T ask a student to disclose their disability; instead, ask all students what accommodations they might need
- DON'T ask for a transcript: many students with disabilities have non-traditional transcripts. Asking for this document may force them into an early disclosure situation, and deter students from applying. Instead, ask all applicants to simply list completed courses/knowledge in their application
- DON'T ask the student's program or the University about the student's disability or accommodation needs. Deal directly with the student unless they otherwise request.

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## International Students

Queen's is home to students from more than 100 countries, bringing rich cross-cultural knowledge and experience. International students make up approximately 10% of our student population. Queen's University International Centre (QUIC) will be on-site at today's Career Fair and looks forward to connecting with you if you have questions about visas and other related topics.

## Stay Engaged with Queen's Career Services

### Fall Engineering & Technology Fair

Grant Hall  
 Tuesday October 17 and  
 Wednesday October 18, 2017  
 10:30 am – 3:30 pm

### Summer Opportunities Fair

Athletics & Recreation Centre  
 Tuesday January 23, 2018  
 10:30 am – 3:30 pm

### Winter Engineering & Technology Fair

Grant Hall  
 Wednesday January 24, 2018  
 10:30 am – 3:30 pm

### Additional Services:

- On-campus information sessions, office hours, and other recruitment events
- Booking of our newly-renovated interview rooms
- Sponsorship and advertising opportunities
- MyCareer job board
- QUIP and M.Eng Internship Programs

For more, visit our website at <http://careers.queensu.ca/employers-recruiters/services-employers-recruiters>

Hire at Queen's  
**QUEEN'S  
 STUDENTS  
 ARE:**

**SMART**  **ENTRANCE AVERAGE**  
 ranks them among the most academically accomplished in the world.

**SKILLED**  **PERCENTILE**  
 in critical thinking, problem solving, written communication, and lifelong learning skills.

**SOUGHT-AFTER**  **EMPLOYERS**  
 seek to engage with and recruit Queen's students every year.

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