

## Registration Form

*All rates exclude VAT.*

Recruitment Initiative	Date	Amount
Computing Sciences & IT Careers Fair	30 March	R6500 (excl. VAT)
Careers Fair	1 & 2 August	R9500 (excl. VAT)
Accounting & Law Day	17 August	R6500 (excl. VAT)
Showcase	Upon request	R5000 (excl. VAT)
Graduate Recruitment Programme	Early Awareness: 17 April – 2 June  Formal Programme: 24 July – 14 September	R3000 (excl. VAT)

### SECTION A: Company Details

Company Name:					
Vat registration no:		Webpage:			
Postal address:				Code:	
Street address:				Code:	
Tel:		Fax:			

**Details of company representative who will participate in the initiatives:**

*(The representative(s) will receive all further communication regarding the initiatives)*

	Representative 1	Representative 2
Name		
E-mail:		
Tel:		

**Details of company representative who will receive the invoice:**

*(Our finance department will send the invoice to this person)*

Name	
E-mail:	
Tel:	

## SECTION B: Graduate Recruitment Initiatives

Please tick the Recruitment Initiative(s) that you wish to participate in:

Computing Sciences and IT Careers Fair	
Careers Fair	
Accounting and Law Day	
Graduate Recruitment Programme	
Showcase	

### Career Fair

Provisions: 3mx2m exhibition stall with fascia signage, table, table cloth, 2 chairs, plug point and spotlight.

Please indicate whether you wish to:

Build your own stall at the exhibition	YES	NO
Make use of the stall provided	YES	NO

### Graduate Recruitment Programme / Showcase

**Recruitment periods:** 17 April – 2 June & 24 July – 14 September  
(NB: Please note that Fridays are excluded for recruitment initiatives.)

Presentation		
45min during lunch hour (13h05 – 13h50)	YES	NO
Date		

**Please list the qualification you wish to recruit from:**  
(This information will be used to promote your visit on campus)

*e.g. BCom C3: 1<sup>st</sup> to 4<sup>th</sup> year*

See [Faculties at Nelson Mandela University](#)

### Additional Services

**Venue Hire:** Please indicate preferences below.

Interview		Assessment	
How many rooms required?		How many rooms required?	
		How many students per session?	
Date		Date	

Please indicate whether you wish to send posters or require promoters below.

20 A3 Posters	YES	NO	
Promoters	YES	NO	How many do you require? <input type="text"/>

Companies requiring students, as brand ambassadors/promoters, to assist with on campus promotions of their visits can liaise with our office. Payment can be negotiated between the student and the company in question.

### Marketing Material:

- Please send all marketing material (such as brochures, posters, etc.) two weeks before your visit,

- Provide all relevant company information (dates and times of presentations and interviews) on the brochures or posters.
- Please provide your company name and contact details on the parcel.

**Couriers can be sent to:**

**Career Services , Main Building, South Campus, Nelson Mandela University, Summerstrand, Port Elizabeth, 6000**

## SECTION C: Graduate Recruitment Programme Handbook

### Advertising in GRP Handbook

Please indicate option preferred:		
Outside back cover	R10 000	
Inside front cover	R7 000	
Inside back cover	R7000	
Full Page	R5 000	

Advertising space will be allocated on a “first come, first served” basis

All adverts are A5 and full colour

**Adverts can be supplied in any one of the following formats:**

- Corel Draw up to 10, Freehand Illustrator, Acrobat Reader or any Apple Mac programme.
- Minimum bleed of 3.5mm is required.
- Trim size: 148mm x 210mm.
- Wording size: not wider than 138mm and 180mm top to bottom
- Programme booklet is A5 portrait, advertising material should be designed accordingly. If not, your advert will be printed landscape.

**Advert Material deadline: 30 April 2023**

**All companies who sign up for a recruitment initiative will be listed in the handbook at no extra charge, [please complete the table below.](#)**

Organisation	Required Qualification(s)	Campus Visits and Application Process
<i>Provide a brief description of your company and a list of careers opportunities available to students.</i>	<i>List the fields of study and qualifications you will be recruiting.</i>	<p><i>Here you should state how the students can apply as well as closing dates for applications. E.g. they can either apply online, directly to the company or via the Graduate and student placement offices.</i></p> <p><i>Please also state in which recruitment initiative you will be participating</i></p>

Will you be providing the following:	Yes	No
• Bursaries or Scholarships		
• Vacation work		
• Graduate Opportunity		
• Employment opportunities for international students		
• Location of employment		

#### PLEASE TAKE NOTE:

- Companies participating in the Career Fairs need to comply with the exhibition dates & times as scheduled.
- Stalls must be manned at all times, as the university will not take responsibility for any losses suffered.
- All fees must be paid within 30 days of the invoice date. Payment details will be reflected on our invoice.
- The standard exhibition rates will still apply even if companies choose to bring their own furniture & branded signage.
- All registrations will be treated as pending – until the submission of a completed registration form and subsequent payment of the applicable fee.
- It is imperative to indicate all important dates that you require students to comply with well in advance and to also communicate such dates with our office.
- It is important to ensure that all your promotion material reaches our office well in advance, in order to assist in creating an awareness of your campaign to the students.
- We cannot guarantee attendance of presentation sessions by students (as it is voluntary), but do assist with ensuring that students are aware of your visit.
- A 50% administration fee will be charged on cancellations made before 30 May 2023 and no refunds will be made after the closing date; regardless of registering after the closing date.

Name: .....

Signature: .....

Date: .....

#### CONTACT US FOR MORE INFO

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We look forward to welcoming you on campus.

**THE CAREERS SERVICES TEAM**