



# CAREER FAIR EMPLOYER SELECTION CRITERIA

City College of San Francisco, Career Development Center

Completing the *Career Fairs Interest Form* **does not guarantee participation in the career fairs** hosted by the Career Development Center.

The Career Development Center will host up to 15 employers for virtual career fairs and up to 25 employers for in-person career fairs. With limited spots, and a high volume of inquiries, only a certain number of employers who complete the interest form will be selected to participate. Employers will be reviewed based on the selection criteria and then be assigned one of the following selection statuses: *Selected, Tier 1 Waitlist, Tier 2 Waitlist, Not Qualified* or *Impacted Employers Group*. **Only employers who have been selected to participate will be notified of their selection status.**

Other selection criteria factors and exceptions can be included by the Career Development Center team when assessing each employer. For questions, please contact Jimmy Ly, Career Counselor and Coordinator with the Career Development Center: [jimly@ccsf.edu](mailto:jimly@ccsf.edu).

## SELECTION STATUSES

### Selected

*Employer has met most of the criteria below and will be notified of their selection.*

- Employer has internship positions; paid internships are highly desired.
- Qualifications of employer's positions reflect the level of experience and skills of our general student population: entry-level, 0-1 years of experience.
- Employer's positions are open to students from various academic majors.
- Employer is an established or credible organization/company.
- Employer is hiring for positions within this year.
- Employer is hiring for positions that are local or close to San Francisco.

### Tier 1 Waitlist

*Employer has met some of the criteria below and will be further reviewed before being notified if selected or not. Employers in the tier 1 waitlist are given higher consideration than those in tier 2.*

- Employer is hiring for part-time and/or full-time positions; part-time positions are more desired.
- Qualifications of employer's positions reflect the level of experience and skills of our general student population; entry-level, 0-1 years of experience.
- Employer's positions are open to students from various academic majors.
- Employer is from an industry that is not highly represented in our career fairs.
- Employer is from an industry that is of current interest to specific departments at CCSF.
- Employer is an established or credible organization/company.

### Tier 2 Waitlist

*Employer has met some of the criteria below and will be further reviewed before being notified if selected or not. Employers in the tier 2 waitlist are given less consideration than those in tier 1.*

- Employer is hiring for part-time and/or full-time positions; part-time positions more desired.
- Employer's positions have qualifications that may not reflect the level of experience and skills of the general student population.
- Employer has positions that only seeks students from a niche academic program or major (ex. nursing students).

**Not Qualified**

*Employer has met some of the criteria below and will not qualify for selection.*

- Employer seeks to promote their product (ex. an app) that is a platform for students to find jobs or gig opportunities.
- Employer requires a fee to join or payment for training.
- Employer is not an established or credible organization/company.
- Military branches are not qualified because the career fairs are focused on companies/organizations with a specific job or internship opening that does not have additional commitment levels similar to that of joining the military.

**Impacted Employer Group**

*The employer is in the same field and is hiring for similar positions as a high number of other employers that have completed the career fair interest form (ex. child development related employers seeking students with ECE units). In this situation, only a few will be selected from each of these impacted employer groups. Selection will be based on the following criteria:*

- Employer with internship positions are highly desired and may be moved to immediately selected status.