Fall 2008
Employment Fair

Saturday, November 8, 2008
AUC New Campus
10:00 a.m. - 6:00 p.m.

Early Bird Registration: Thursday, September 4
Registration Deadline: Thursday, September 11

Complete registration forms online
www.caps.aucegypt.edu/efforms.html

Registration will not be valid until receipt of complete registration material and corresponding fees in line with indicated deadlines

Saturday, November 8
10:00 am - 6:00 pm

Career Advising and Placement Services
www.caps.aucegypt.edu/employmentfair2008.html
What is the Employment Fair?
The semi-annual Employment Fair is a one-day recruiting event organized by the office of Career Advising & Placement Services (CAPS) at the American University in Cairo (AUC). The Fair provides a forum for cultivating and developing productive relationships between AUC graduates and the corporate world. It aims at integrating employers’ recruiting needs with the skills and qualifications of AUC graduates. The Fair gives participating companies an opportunity to build their image on campus among a qualified pool of AUC students and alumni.

As a leader in university placement services in the Middle East, AUC started the Employment Fair in 1986, the first event of its kind in the region at the time. On average, approximately ninety multinational and local corporations participate in the Employment Fair. Around 70 % of participating companies are returning participants, having joined at least one of the previous Fairs.

Companies registered in the Fair are assigned booths on the main campus gardens. As a guide for AUCians seeking employment, CAPS publishes an Employment Fair booklet which provides relevant information on the participating companies and current /future career opportunities. Corporate representatives are also encouraged to bring an ample supply of corporate material, such as brochures, annual reports, and application forms to be distributed to candidates. Interested students and alumni apply in person to company representatives at the Fair.

Fall 2008 Employment Fair
Saturday, November 8, 2008
10:00 a.m. - 6:00 p.m.
AUC New Campus

Deadline for registration
Thursday, September 11, 2008
(depending on availability of space)
The office of Career Advising & Placement Services (CAPS) maintains updated employment records of AUC graduates. We would appreciate it if you would provide us with the exact names and titles of the AUC graduates who are employed by your firm. Please complete this form and return it at your earliest convenience to the CAPS office - email: caps@aucegypt.edu.

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<th>Name</th>
<th>Position/Department</th>
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Company Name: 
Name: 
Title: 
Signature: 
Date: 
Our company would like to
- Recruit for current available vacancies (complete the job vacancies form providing all required information)
- Recruit for future vacancies (indicate hiring departments and required majors, in which you are interested, in the job vacancies form)
- Disseminate information about the company to AUC students and alumni (please note that priority will be given to companies providing vacancies to AUC graduates)

Company Name: 
Mailing Address: 

Area: City:
Zip Code: Country:
Telephone: Fax:

Corporate e-mail (to be included in the Fair’s booklet):
Website: 

General Manager: Name/Title: Mr./Ms.
HR Director: Name/Title: Mr./Ms.

Contact Person Information (for CAPS use ONLY):

Name/Title: Mr./Ms.
Direct Tel.: Mobile: Email: 

Company Profile
Please send along copies of your corporate brochure, annual report, corporate CD and/or video tape to be placed in the office’s Career Resources Library. Please limit your corporate profile to one paragraph of maximum 200 - 250 words; profiles exceeding this limit will be edited.

__________________________________________________________________________
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Industry Classification: Please mark the CATEGORY within which your company should be listed.

- Aerospace and defence
- Agriculture
- Arts, entertainment and sports
- Automotive/transportation manufacturing
- Banking, investment and financial services
- Biotechnology and pharmaceuticals
- Business and consulting services
- Chemicals
- Construction, materials and mining
- Consumer products
- Education and training
- Electronics and telecommunications
- Engineering and nanotechnology
- Food, beverages and tobacco
- Government and military
- Healthcare
- Hospitality, travel and tourism
- Food, beverages and tobacco
- Information technology, computer software/hardware
- Insurance and risk management
- Law and legal affairs
- Media and communications
- Non-profit and community development
- Oil & gas, petroleum, energy and utilities
- Real estate and property development
- Retail and wholesale trade
- Transportation and shipping
- Other manufacturing
- Other: _____________________________

List of Company Representative(s):
Please list the name(s) and title(s) of company representative(s) attending the Fair. A maximum of 5 representatives are allowed per company. Names will be included in the Fair Booklet:

1. Name: Mr./Ms. 
   Title: 
   Email: 
2. Name: Mr./Ms.
   Title: 
   Email: 
3. Name: Mr./Ms.
   Title: 
   Email: 
4. Name: Mr./Ms.
   Title: 
   Email: 
5. Name: Mr./Ms.
   Title: 
   Email: 

Placement Policy Agreement
Placement Policy:
- Any company acting as a third-party recruiter will not be allowed to participate in the Fair.
- Companies who receive resumes for their own use during the Fair are prohibited from forwarding these resumes to any other company. Companies that fail to abide by this policy will be prohibited from participating in the university’s future recruiting activities.

Placement Policy Agreement:
“I have read the above Placement Policy and ensure that the company representatives will adhere to the conditions contained therein. On behalf of the company, I agree not to refer any resume(s) or personally identifiable information received at the Employment Fair to any other party/employer.”

Name: 
Position: 
Signature: 
(To be signed by the General Manager or the Human Resources Director)
Please include a descriptive summary of the vacant positions currently available at your company, or potential openings that would be listed in the Fair’s Booklet. If you have more than three vacant positions or you wish to add more information, please attach an additional typed sheet. Please indicate if a specific academic background is required (refer to the AUC Degree Programs list). **Your announced job profile and qualifications section for each position should not exceed 250 words.** If you don’t have current job vacancies but are interested in meeting with potential candidates for future openings, we still request that you list the potential career opportunities and the required qualifications. Please note that the CAPS office maintains the right to edit your job ads according to the booklet style and will omit any information that does not comply with Equal Employment Opportunity compliance and Affirmative Action principles.

**Position 1**

- Number of Vacancies Required: [ ]

- **Job Title:**

- **Location (City/Country):**

- **Job Profile:** (max. 150 words)

  - [ ] Currently available position
  - [ ] Future potential vacancy

- **Qualifications:** (max. 100 words)

- **Monthly Compensation:**

- **Working Hours:**

- **Day(s) Off:**
Position 2

Number of Vacancies Required: [ ]

Job Title: [ ] Location (City/Country): [ ]

Job Profile: (max. 150 words) [ ] Currently available position [ ] Future potential vacancy

Qualifications: (max. 100 words)

Monthly Compensation: [ ]

Working Hours: [ ] Day(s) Off: [ ]
Job Vacancies (continued ...)

Position 3

Job Title: ____________________________ Number of Vacancies Required: ________

Location (City/Country): ____________________________

Job Profile: (max. 150 words)

❑ Currently available position
❑ Future potential vacancy

Qualifications: (max. 100 words)

Monthly Compensation: ____________________________

Working Hours: ____________________________ Day(s) Off: ____________________________
XYZ Corporation

Website: www.abccorp.com.eg

Location on-campus: Science Building Garden II

XYZ Corporation, 67%-owned by the French chemical giant CDE, is a leading manufacturer of specialty chemicals. Its polyamide unit makes yarns, fibers, and engineering plastics used in cars, apparel, and home furnishings. The company's consumer and industrial specialties chemicals are used in food, makeup, detergent, house paint, tires, metal treatment, agriculture, and oil field operations. XYZ Corporation has agreed to acquire MNO Industries; the addition would make the company the world's #1 producer of specialty phosphates.

Company Representatives
- Mr. Siommon Clarks, Vice President
- Mr. David Marks, General Manager
- Ms. Michelle Francois, Human Resources Manager
- Mrs. Nicole Adams, Assistant Human Resources Manager

Job Vacancies

TECHNICAL SALES SUPERVISOR
Follow up and create new accounts for XYZ Corporation in the various application markets. Specific assignments would be given after the orientation/training period which would take place in Europe. Control the accounts commercially and technically: commercially in the sense of marketing and technically in the sense of conducting technical trials at the customer’s premises. Supervise the performance of five technical representatives. Requirements: B.Sc. in Mechanical Engineering or Chemistry. Minimum 5 years of experience in multinational companies, preferably with manufacturing facility. Excellent communication and negotiation skills. Leadership and problem solving abilities. Exceptional team work skills. Compensation: L.E. 7000/month + commission. Location: Zamalek, Cairo, Egypt

MANAGEMENT TRAINEES
Graduates are recruited for management trainee positions which allow them to rotate among our various functional divisions (sales, marketing, and finance) for a duration of 12 months. After successful completion of the training and rotation period, the candidate is assigned to one of the corporate core business functions. Requirements: Successful applicants should have a university degree, high academic record with balanced extracurricular activities. Candidates should have teamwork abilities, problem solving, leadership, communication, and interpersonal skills. Compensation: L.E. 2200/month. Location: Zamalek, Cairo, Egypt

Working Conditions
- Working hours: 9:00 a.m. - 5:00 p.m.
- Days off: Friday & Saturday
- Location: Zamalek, Cairo, Egypt

Application Procedure
If interested, contact the company representatives at the Fair or apply on line.
Audio-Visual Displays
- Video displays are limited to the booth premises with **NO SOUND** playing to avoid interrupting the discussions between candidates and employers in adjacent areas. Make sure to bring your own equipment, and coordinate with CAPS to arrange for required electrical connections.

Booth Size/Structure
- Booth size is: Width 2.75m, Depth 1.85m, Height 2.25m. Companies are requested to abide by the booth size and format and are not allowed to bring their own structure to the event. Due to limited space on-campus. Each booth contains a table with table cloth, 3 chairs, and a sign with the company name on top.

### REGISTRATION TERMS

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<tr>
<th>Companies Operating in Egypt</th>
<th>Companies Operating Outside Egypt</th>
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<tbody>
<tr>
<td><strong>Booth Registration Fee</strong></td>
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<td>(Depending on availability)</td>
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<td>(Width 2.75m, Depth 1.85m, Height 2.25m)</td>
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<td>___ Early Bird (by Sept. 4)</td>
<td>L.E. 5,000</td>
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<td>___ Registration (Sept. 4 - Sept. 11)</td>
<td>L.E. 6,000</td>
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<td>___ Late Registration (effective Sept. 12)</td>
<td>L.E. 7,000</td>
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<td>___ US$ 1,400</td>
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**Event Sponsorship**
Please note that sponsorship requests are on first-come-first-served basis. For details on sponsorship, refer to the following link: [http://www.caps.aucegypt.edu/documents/Fair_Sponsor.pdf](http://www.caps.aucegypt.edu/documents/Fair_Sponsor.pdf). Please note that sponsorship requests are on first-come-first-served basis. To make arrangements for a sponsorship agreement, contact Maha Fakhry (email: fakhry88@aucegypt.edu).

| ___ Official Sponsor         | L.E. 75,000 | US$ 15,000 |
| ___ Associate Sponsor       | L.E. 50,000 | US$ 10,000 |
| ___ Contributing Sponsor    | L.E. 20,000 | US$ 4,000  |

**TOTAL AMOUNT**

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<th>L.E.</th>
<th>US$</th>
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**Payment Procedure**
Once you submit your fair registration material, you will receive an email from CAPS within 2 working days confirming your registration status and detailing the payment procedure. Please note that your registration is considered incomplete until we receive payment confirmation.

### REGISTRATION PROCEDURE

To speed up your registration procedure, please communicate your vacancies and required information via:
- Email as a MS Word attachment
- Online forms at [www.caps.aucegypt.edu/efforms.html](http://www.caps.aucegypt.edu/efforms.html)

Please note that your registration material will not be complete and will not be processed until all completed forms are sent along with the required registration fee - as relevant - before indicated deadlines to:

Career Advising & Placement Services
The American University in Cairo
E-mail: CAPS@aucegypt.edu       Website: [www.caps.aucegypt.edu](http://www.caps.aucegypt.edu)