



August 3, 2020

Employers & Recruiters
Human Resources Department or
Recruitment Division

Dear Sirs,



The College of Business Administration, through ENLACE Program at UPRRP, is pleased to invite your Company or Organization to the **Fall 2020 Virtual Job & Internship Fair**, to be held on **Wednesday, September 23, 2020 from 10:00 am to 4:00 pm using the Handshake** platform. In order to participate on the event each company or organization it is required to be registered in **Handshake** (<https://app.joinhandshake.com/register>).

The Fall 2020 Virtual Job & Internship Fair will bring together business students and recent graduates from the following areas:

- **Bachelor in Business Administration with majors in:** Administration, Accounting, Computer Information Systems, Finance, Economics, Entrepreneurship, Human Resources Management, Marketing Management, Office Management, Operation and Supply Management and Statistics.
- **Master's in Business Administration & MBA-JD**
- **Doctorate in Business Administration with majors in:** Finance and International Business



A fee of \$450.00 will be required to companies completing the registration forms attached to this invitation. The registration fee includes: 30 recruiters from your company, five info-session of 30 minutes with 50 students per company during the event; unlimited one-on-one 10 minutes video interviews during the virtual fair; and access to business students and alumni profiles before, during and after the event.

We wish to have the participation of your company or organization on this virtual event, so we invite you to confirm and reserve your space sending the attached documents completed before Thursday, September 10, 2020. The documents must be sent to ENLACE Program via email at programa-enlace.uprrp@upr.edu, to the attention of Dr. Arleen Hernández, Coordinator, or Mr. Claudio Putnam, Administrative Assistant.

Sincerely,

Arleen Hernández Díaz, Ph.D.
Professor and Coordinator of ENLACE Program

Vo. Bo. Myrna López de Pinto, Ed.D.
Dean of the College of Business Administration

Attachments

Universidad de Puerto Rico
Recinto de Río Piedras
Facultad de Administración
de Empresas
15 Ave. Universidad
Ste.1501
San Juan, PR 00925-2535
Tel: 787.764.0000
Exts. 87060, 87061 y 87064



Registration Form

Fall 2020 Virtual Job & Internship Fair

Wednesday, September 23, 2020

Using the [Handshake](#) platform

Name of the Company			
Company Contacts Names (Maximum)			
E-mail			
Address			
Phone		Cellphone	
Date	Wed., September 23, 2020. Hours 10:00 am to 4:00 pm	Method of Payment: Credit Card Only	
AGREEMENT			
<ol style="list-style-type: none"> The company mentioned above will participate as an exhibitor in the Fall 2020 Virtual Job & Internship Fair. It is scheduled to be held using the Handshake platform from 10:00 am to 4:00 p.m. The registration fees are \$450.00, which include: maximum of 30 recruiters from your company, five info-session of 30 minutes for 50 students per company during the event; unlimited one-on-one 10 minutes video interviews during the virtual fair; and access to business students and alumni profiles before, during and after the event. In order to duly reserve an exhibitor's space, this form should be accompanied with the corresponding credit card payment before Thursday, September 10, 2020. Registration fees should be paid by credit card only: <ul style="list-style-type: none"> Credit card payments must use the attached Credit Card Payment Authorization Form, following the instructions therein. The payment for booking exhibits at the Fall 2020 Virtual Job & Internship Fair is non-refundable, unless a formal request with justification is submitted. 			
Authorized Signature		X	
Date:			



Recruitment Area

Fall 2020 Virtual Job & Internship Fair

Wednesday, September 23, 2020

Using the [Handshake](#) platform

Name of the Company	
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Please mark with an **X** the areas of recruitment and indicate the number of positions available

Bachelor's Degree		Master's Degree		Doctorates	
Area	# of positions	Area	# of positions	Area	# of positions
General Program in Business		MBA		Finance	
Accounting		MBA-JD		International Business	
Computer Information Systems					
Finance					
Economics					
Entrepreneurship					
Human Resources Management					
Marketing Management					
Office Management					
Operation and Supply Management					
Statistics					

Please indicate the years of studies of the students or graduates that the company is interested in recruiting (several may be marked).

Year		
Freshman's	Bachelor's degree	
Sophomores	Bachelor's degree	
Juniors	Bachelor's degree	
Seniors	Bachelor's degree	
Graduate	Master's degree	
Graduates	Doctorate's degree	

Please indicate areas of interest to recruit according to the categories

Internship		Employment		Place	
Spring		Full time		Puerto Rico	
Summer		Part-time		United States	
Fall				International	



Card Payment Authorization

Fall 2020 Virtual Job & Internship Fair

Wednesday, September 23, 2020

Using the [Handshake](#) platform

Name of the Company			
Company Contact			
E-mail			
Phone Number			
<i>I hereby authorize:</i> <input type="checkbox"/> <i>ENLACE Program (CBA) at the University of Puerto Rico, Río Piedras Campus, to charge the registration fees for the Fall 2020 Virtual Job & Internship Fair to our credit card, as follows:</i>			
Date		(Transaction date)	
CREDIT CARD	VISA	Master Card	American Express
ACCOUNT NUMBER		EXP. DATE	Security Code (in the back of the card)
CARDHOLDER'S NAME (as appears in card)			
ADDRESS			
PHONE NUMBER			
REGISTRATION FEE	Deadline for inscription: Thursday, September 10, 2020 (\$450.00)		\$
TOTAL AMOUNT CHARGED TO CARD (in USD)			\$
AUTHORIZED SIGNATURE (Handwriting only)		X	
DATE			

Please send the scanned form by e-mail to

programa-enlace.uprrp@upr.edu

before Thursday, September 10, 2020.

(Please, write in Subject:

Registration Fall 2020 Virtual Job & Internship Fair)

Attention Bursars Office at UPRRP:

Please deposit payments on behalf of ENLACE Program to the account #620-008