EMPLOYER GUIDE

Spring 2017 Career Fair
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Introduction

The world’s top companies are drawn to the University of Illinois at Urbana-Champaign because of its global reputation for leadership in engineering research and education. The Illinois environment couples the best and brightest people with a unique culture of collaboration and innovation – one that offers employers an opportunity to hire interns and fulltime employees with the highest caliber in terms of skills, knowledge, and abilities. Engineering Career Services (ECS) has a long-standing reputation for delivering polished, professional services for employers seeking to hire our students. Our spring recruiting fairs host 500 companies with over 3,500 students in attendance daily, but these are just a sampling of the many reasons you will want to attend the ECS 2017 Spring Career Fair to connect with top talent at Illinois.

Career Fair Schedule (February 7 & 8)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>*11:00 a.m. – 1:30 p.m.</td>
<td>Shuttle Service from B22 to Illini Union (Shuttle runs every 10 – 15 minutes)</td>
</tr>
<tr>
<td>*11:00 a.m. – 12:30 p.m.</td>
<td>Arrival and Set – Up</td>
</tr>
<tr>
<td>11:00 a.m. – 1:00 p.m.</td>
<td>Lunch 2nd Floor Room 210</td>
</tr>
<tr>
<td>1:00 p.m. – 6:00 p.m.</td>
<td>Career Fair Open to Students</td>
</tr>
<tr>
<td>6:00 p.m. – 7:00 p.m.</td>
<td>Tear-Down and Shuttle Service Departures (Shuttle runs every 10 – 15 minutes beginning 5:30 p.m.)</td>
</tr>
</tbody>
</table>

*Employers registered to attend the Diversity and Inclusion Symposium on Wednesday, February 8th will be given exclusive access to set up at 9:00 a.m. For these employers, shuttle service will begin at 9:00 a.m. with pickups and drop-offs running every 10-15 minutes at UI Lot B22, Grainger Engineering Library, and Illini Union.

The Engineering Career Fair Team

Deon Robin, Assistant Director
Donna Shubert, Recruiting Coordinator

Engineering Career Services
engineering.illinois.edu/ecs
ecs-fair@illinois.edu
Phone: (217) 333-1960
Fax: (217) 244-4456
Registration Dates & Deadlines

Registration opens October 31, 2016 at 10:00 a.m. CST.

ECS Career Partners and Corporate Connection Partners are allotted two weeks to confirm career fair registration. Registration must be received by November 14, 2016 by 5:00 p.m. CST.

All participating employers will register using I-Link. ECS Career Fair fills up quickly (as early as 48 hours after registration opens). Registration will close when fair is full; and you will be placed on a waitlist.

**NOTE: registration requests will be confirmed on I-Link only after payment has been received. See “Payment” below.**

<table>
<thead>
<tr>
<th>Career Partner and Corporate Connection Partner Registration Deadline</th>
<th>November 14, 2016 5:00 p.m. CST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation deadline to receive full refund</td>
<td>December 16, 2016 at 5:00 p.m. CST</td>
</tr>
<tr>
<td>Deadline to secure discounted hotel accommodations in Illini Union room block</td>
<td>January 6, 2017 at 5:00 p.m. CST</td>
</tr>
<tr>
<td>Deadline to register representative names for pre-printed name badges</td>
<td>January 20, 2017 at 5:00 p.m. CST</td>
</tr>
</tbody>
</table>

Booth Information

*To facilitate your recruiting needs, ECS offers employers the following booth accommodations which include lunch, electricity, wireless internet access, parking and shuttle services:*

**Standard Registration ($650)**
Employers purchasing this option will have use of an 8’ x 8’ booth with piped drapes, one 6’x3’ table, and reservations for up to two representatives. Reservations for two additional representatives per table can be purchased for just $50 per person. Space restrictions require a hard limit of four representatives per table.

**Deluxe Suite ($750)**
This package provides an exclusive room to build your company’s brand while engaging with students. Employers purchasing this option will enjoy the use of two 6’x3’ tables to accommodate up to four representatives. Reservation requests for an up to four additional representatives can be purchased for a cost of $50 per person with a limit of eight total representatives per suite.

**Government & Non-Profit Registration ($325)**
Employers in this category can take advantage of an 8’D x 8’W booth with piped drapes, one 6’x3’ table, and reservations for up to two representatives. A second table and/or an additional day may be purchased at the standard rate of $650. Employers may purchase reservations for two additional representatives per table at just $50 per person with a hard limit of four representatives per table.
Payment
Payment must be received before 5:00 p.m. CST on December 16, 2016.

Upon submitting your registration in I-Link, you will need to submit payment either by credit card or by mailing your check, payable to University of Illinois. Mail checks to:

Engineering Career Services
Attn: Career Fair
3270 Digital Computer Lab
1304 W. Springfield Ave.
Urbana, IL 61801

Credit card payment information is included on invoice.

Registrations that have not been paid in full by 5:00 p.m. CST on December 16, 2016 will be canceled and reassigned to employers on the waitlist.

Cancellation & Refund
To receive a full refund, cancellation or reduction of registered representatives must be made in writing via email to ecs-fair@illinois.edu before December 16th at 5:00 p.m. CST. Cancellations received after December 16th will not receive a refund nor will credit be assigned for transfer of registration fees for future events. There will be no refunds due to inclement weather, other acts of nature or circumstances that beyond our control.

Employers may substitute representatives attending the fair, however pre-printed name badges will be provided only for representatives registered before 5:00 p.m. CST on January 20, 2017.

Shipping Materials to the Career Fair
Please visit our website for pricing information and shipping policies, as well as instructions for shipping materials to the ECS Career Fair. Pre-shipped packages will be delivered to your designated booth location in the Illini Union.

Return Shipping
Engineering Career Services will schedule a FedEx pickup at the end of each day of the career fair. Recruiters must ensure that all materials have been boxed and securely sealed with labels properly completed and attached, and delivered to the main lobby of Illini Union. ECS is not responsible for unlabeled or improperly labeled packages. Companies using carriers other than FedEx need to make their own arrangements for return shipping.

Day of Display & Supply Drop Off
When you arrive the morning of the fair, our student volunteers will be available to assist you with materials dropped off. For drop-off assistance, please go to the circle drive in front of the Illini Union, located at 1401 W. Green Street, Urbana IL 61801.
Hotel Accommodations

Illini Union
Engineering Career Services has secured a block of rooms at the Illini Union for recruiters attending the ECS Career Fair. For your maximum convenience, these rooms are just steps away from the career fair floors. Reserve your room today!

The deadline for reserving Illini Union rooms at the discounted rates is **January 6th**. Accommodations available include:
- Full-Size $129
- Queen or King $134
- Suites $206 per night
- $10 charge for 3rd and 4th guest (plus tax).

**To make reservations online:**
- Open [http://union.illinois.edu/stay/illini-union-hotel](http://union.illinois.edu/stay/illini-union-hotel)
- Click on “Book Now” located upper left of page
- Enter dates and other information
- Click on the circle of the “Group Booking Code”
- Enter your group booking code
- Click on “Check Availability”
- Your group booking code is: ENG

Additional Hotel Accommodations
The “Visit Champaign County” website ([http://www.visitchampaigncounty.org](http://www.visitchampaigncounty.org)) has detailed information related to traveling in Champaign-Urbana, including information related to hotels/lodging, and restaurants.

Parking & Shuttle Service
Complimentary parking for the career fair is provided for all recruiters in University of Illinois Lot B22, located at the corner of University and Goodwin Avenues in Urbana. Shuttle service is available to transport recruiters from Lot B22 to Illini Union at no charge, and will run approximately every 10-15 minutes with mid-day service from 11:00 a.m.–1:30 p.m., evening service from 5:30 p.m.–7:00 p.m., and by request throughout the day.

*Employers registered to attend the Diversity and Inclusion Symposium on Wednesday, February 8th will be permitted to arrive and set-up at 9:00 a.m. Shuttle service will begin at 9:00 a.m. with the following pickups and drop-offs: B22, Grainger and Illini Union every 10 – 15 minutes.*

**NOTE:** Engineering Career Services will not be responsible for tickets or tows received for parking in an incorrect space. On-street metered parking is available at the rate of $1.00 per hour at the expense of the recruiter.
A full-featured iPhone, iPad and Android app that puts the information you need at your fingertips.

Search for Recruiter Connect Plus on the App Store and Google Play Store.

FEATURES+

COMPLETE EMPLOYER LISTING
Preview your employer listing
See who else is recruiting at each event
Find similar employers using custom filters

INTERACTIVE FLOORPLAN
Find your booth with ease using the floor plan

EVENT DETAILS
Add events to your calendar to receive reminders

ANNOUNCEMENTS FOR REAL-TIME UPDATES
Be alerted to last minute updates

RECRUITER INFO
All the logistical information you need to attend your event
Career Fair Tips for Recruiters

Before the Career Fair

- Take extra care to complete your registration form fully, accurately (avoid misspellings and typos), and according to directions. Information ultimately shared with students comes directly from your online registration form.
- Post your position(s) in our online recruitment system, I-Link prior to the Fair. Include a note inviting students to visit your booth at the fair.
- Please ensure that your representatives are well-informed and fully prepared to share with students about information about your organization, as well as the positions for which you are recruiting, and your hiring timeline, procedures, and policies.
- Consider sending employees who are alumni of Engineering at Illinois; current students interning at your organization may also make effective recruiting team members.
- Take advantage of early set up times – often the best and most motivated students are the first in the door. You’ll want to be set up and ready to meet them as they arrive.
- Utilize social media to raise student awareness about your presence on campus. Remember to tag Engineering Career Services on Facebook or Twitter (@ecsillinois) with details about upcoming info sessions, your booth location at the ECS Career Fair, special events and your interview plans. #ECSCareerFair #HireIlliniEng

During the Career Fair

- Appear eager for engagement. Students are more likely to approach booths where employers are standing in front of their table, warmly welcoming conversations with students.
- Pay attention to ribbons on student name badges to identify their majors.
- Wear a nametag. Alumni pins and major ribbons (available at career fair while they last) are also great conversation starters that facilitate your connection with students.
- Even if you don’t collect resumes, request student contact information to follow up after the career fair.
- Treating students respectfully and focusing on their needs can go a long way toward making a great impression and attracting the best and brightest candidates.

After the Career Fair

- Strike while the iron is hot! Reinforce your positive image by responding to all inquiries ASAP.
- Keep building your brand’s awareness by staying engaged throughout the semester. Return to campus and host information sessions, tech talks, on campus interviews, and participate in other recruiting events sponsored by ECS and Engineering at Illinois.
Ways to Get More Involved

There are many opportunities for recruiters to work with ECS to engage with students. Becoming an ECS Career Partner is one way, but other options include participating with events such as Walk-in Resume Reviews, Lunch & Learns, Career Boot Camp, and various workshops. FFI: contact Deon Robin, Assistant Director for Employer Engagement, by email at dnrobin@illinois.edu or via phone at (217) 333-1960.

Information Sessions/Tech Talks

Hosting a tech talk or workshop through the semester has proven to be the most effective way to build and increase your company’s brand awareness with our students.

Space requests to host an information session/tech talk at the Illini Union are requested via the following link: http://union.illinois.edu/plan-an-event/event-services/space-request-forms (click the “Illini Union Online Space Request Form” link). Additionally, many Engineering student organizations would be happy to work with you to host an information session for their members. Contact Engineering student societies directly at http://ec.illinois.edu/societies/

Once you have confirmed the date, time and location for your event, we encourage you to post the event on I-Link (http://engineering.illinois.edu/careers) under the “Events” tab. By doing so, ECS can help promote your event through social media, electronic signage and departmental messages.

ECS Career Partner Program

The ECS Career Partner Program offers a distinct opportunity for companies seeking to strengthen relationships with students, support ECS efforts in preparing students for successful careers, and to expand your presence on campus. Partnership benefits for 2016 – 2017 school year include the following:

- Priority ECS Career Fair Registration – registration is guaranteed for ECS Career Fair for the first two weeks registration is open. Based on your sponsorship level your registration fee is waived ($650 value) for one table at the fall and/or spring career fairs.
- Free ECS Career Fair material handling
- On-Campus Recruiting – preferred dates for on-campus interviews.
- Information Session(s) – based on your sponsorship level you’re entitled to one information session in the fall and/or spring coordinated by ECS.
- Priority invitation for presence/participation in ECS panels and other programming.
- Free parking during on-campus interviews.

To become a partner, or for more information, contact Deon N. Robin at dnrobin@illinois.edu or 217-333-1960.