

# UNI Career Fair Guidelines

Student feedback:

**Be welcoming to  
all students.**

Our fairs are open to  
all UNI students:  
freshmen – seniors,  
grad students and  
alumni and all majors.  
Even if you are only  
recruiting specific  
majors/levels, please  
be willing to engage  
all students who  
approach you.

**If more than one  
recruiter will be  
staffing your booth,  
please make sure  
everyone attending  
knows your  
recruiting plan and is  
aware of these  
guidelines**  
so students do not  
receive mixed  
messages from  
different members  
of your team.

Spring, 2011

Dear Spring Career Fair Participant,

We look forward to your participation in the UNI Spring Career Fair:  
Monday, Feb. 21  
1:00 to 5:00 p.m.  
UNI McLeod Center (south of the UNI-Dome)

## LOCAL HOTELS

For a list of local hotels visit: <http://www.cedarfallstourism.org/sleep.asp>

## Set-up Time

The McLeod Center will be available at 11:00 a.m. for you to set up your booth. Please plan to be set up by 12:45 p.m. Students arrive early!

## Drop-off & Parking

If you will be bringing boxes of materials or a display, please drive to the SE corner of the South Dome Lot (the star on the map, page 2). Student greeters will unload your materials and deliver them to your booth. After unloading, please park in the West Dome lot. Parking permits will not be required in this lot during the fair.

## FOOD SERVICE

A light lunch will be served beginning at 11:00 a.m. Snacks and beverages will be available throughout the day.

## UNI INTERVIEW DAY, TUESDAY, FEB 22

If you have registered for the UNI Interview Day on Tuesday, Feb. 22, in Maucker Union, we will have Interview Day materials at your booth when you arrive at the fair:

- blank interview schedules (set your own schedule)
- interview reminder slips for students
- parking map and hanging permit

## SHIP YOUR MATERIALS!

To ship your display/materials in advance, send to:

**UNI Career Fair, 1805 West 31st St., Cedar Falls, IA 50614-0384**  
Materials must be received by Thursday, Feb. 17, and will be transported to the fair site on Feb. 18. After the fair, materials needing to be sent out must be securely packaged and clearly addressed. Shipping costs must be pre-paid or pre-arranged (e.g. UPS account number).

**Safe journey!**