

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 you have chosen “all majors” on your registration form, be prepared to meet and talk with all students.

If you really prefer to meet with specific majors, let us know the majors in which you are interested. This will help you to target your company and positions to our students.

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.

August, 2009

Dear Career Fair Participant:

We look forward to your participation in the UNI Career Fair to be held Monday, Sept. 21, from 2:00 to 6:00 p.m. in our new location, the UNI McLeod Center. Following is some information which will be helpful to fair participants.

SET-UP TIME

The fair site will be available at NOON for you to set up your booth. Please plan to be set up by 1:45 p.m. Students arrive early!

NEW LOCATION McLEOD CENTER: Drop-off & Parking

If you have boxes of materials or a display, we ask you to drive to the SE corner of the South Dome Lot (the red star on the map on page 2). Student greeters will help unload your materials and will deliver them to your booth on the McLeod Center concourse. After unloading, please proceed to the West Dome parking lot. Parking permits will not be required in this lot.

FOOD SERVICE

Healthy snacks will be served in McLeod beginning at noon. We suggest you eat lunch prior to your arrival.

UNI INTERVIEW DAY, TUESDAY, SEPT. 22

If you have registered for the UNI Interview Day on Tuesday, Sept. 22, blank interview schedules will be provided for your use at the Career Fair. Your fair booth will also have a sign to indicate that you will be signing up students to interview on Tuesday. **A parking permit and map for the Interview Day will be given to you at the Career Fair.**

SHIP YOUR MATERIALS!

If you wish to ship your display/materials in advance, please send them to:

Career Fair, 1805 West 31st St., Cedar Falls, IA 50614-0384

Materials must be received in our office by Thursday, Sept. 17, and will be transported to the fair site on Friday, Sept. 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!

All fair attendees will be given equal consideration without reference to age, sex, race, religion, or disability.

**UNI Fall Career
Fair 2009**
Monday, Sept. 21
2-6 p.m.

**NEW LOCATION:
MCLEOD CENTER**

**DROP OFF
(Noon - 2:00 PM)**

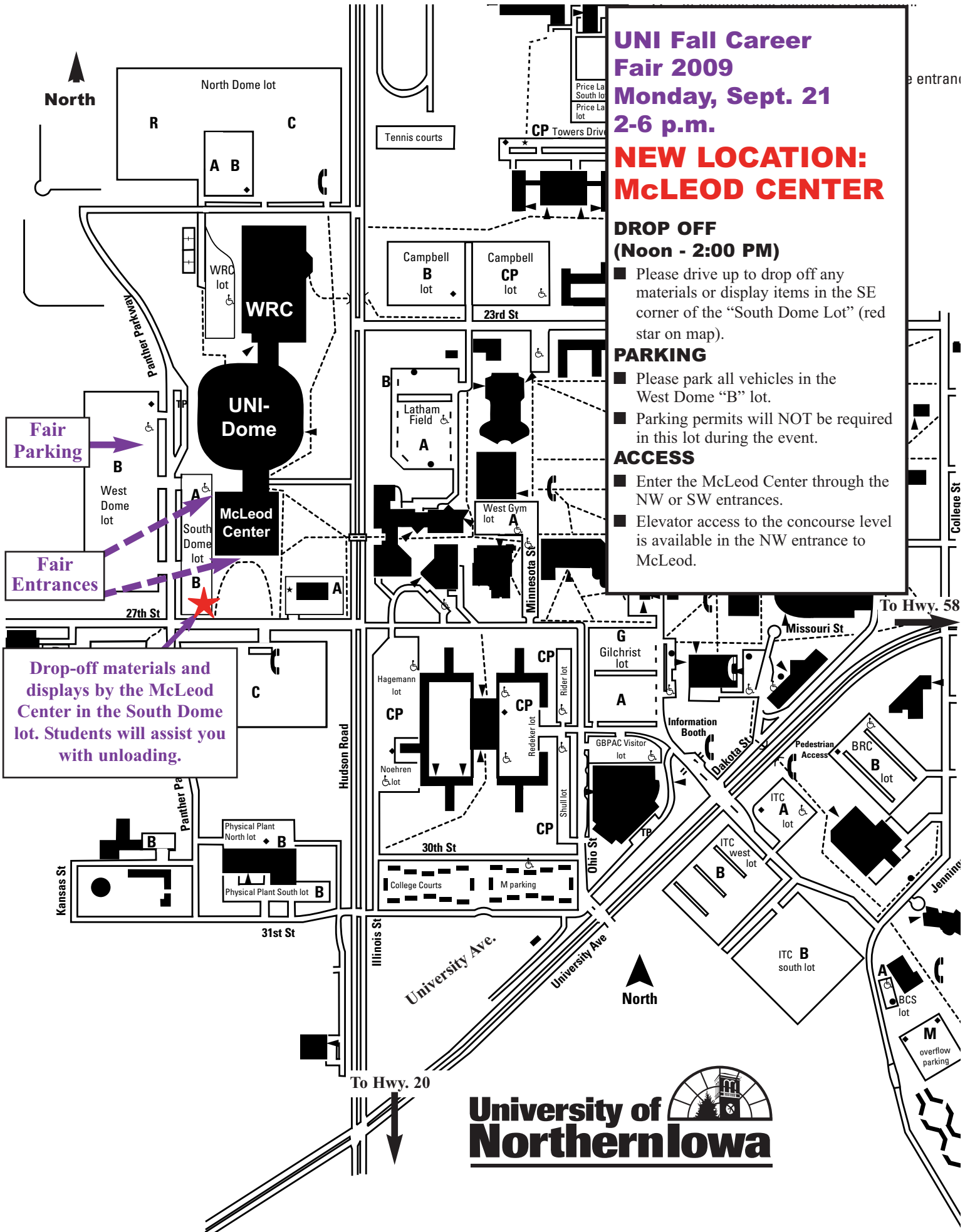
- Please drive up to drop off any materials or display items in the SE corner of the "South Dome Lot" (red star on map).

PARKING

- Please park all vehicles in the West Dome "B" lot.
- Parking permits will NOT be required in this lot during the event.

ACCESS

- Enter the McLeod Center through the NW or SW entrances.
- Elevator access to the concourse level is available in the NW entrance to McLeod.



Fair Parking

Fair Entrances

Drop-off materials and displays by the McLeod Center in the South Dome lot. Students will assist you with unloading.