

UNI Career FAIR GUIDELINES

Spring, 2010

Dear Spring Career Fair Participant,

We look forward to your participation in the UNI Spring Career Fair:
Monday, Feb. 22
1:00 to 5:00 p.m.
UNI McLeod Center (south of the UNI-Dome)

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.

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, SEPT. 22

If you have registered for the UNI Interview Day on Tuesday, Feb. 23, 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. 18, and will be transported to the fair site on Feb. 19. 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.
NO REFUNDS AFTER FEBRUARY 1, 2010.**

**UNI Spring
Career Fair 2010
Monday, Feb. 22
1-5 p.m.**

UNI McLeod Center

**DROP OFF
(11:00AM-1:00 PM)**

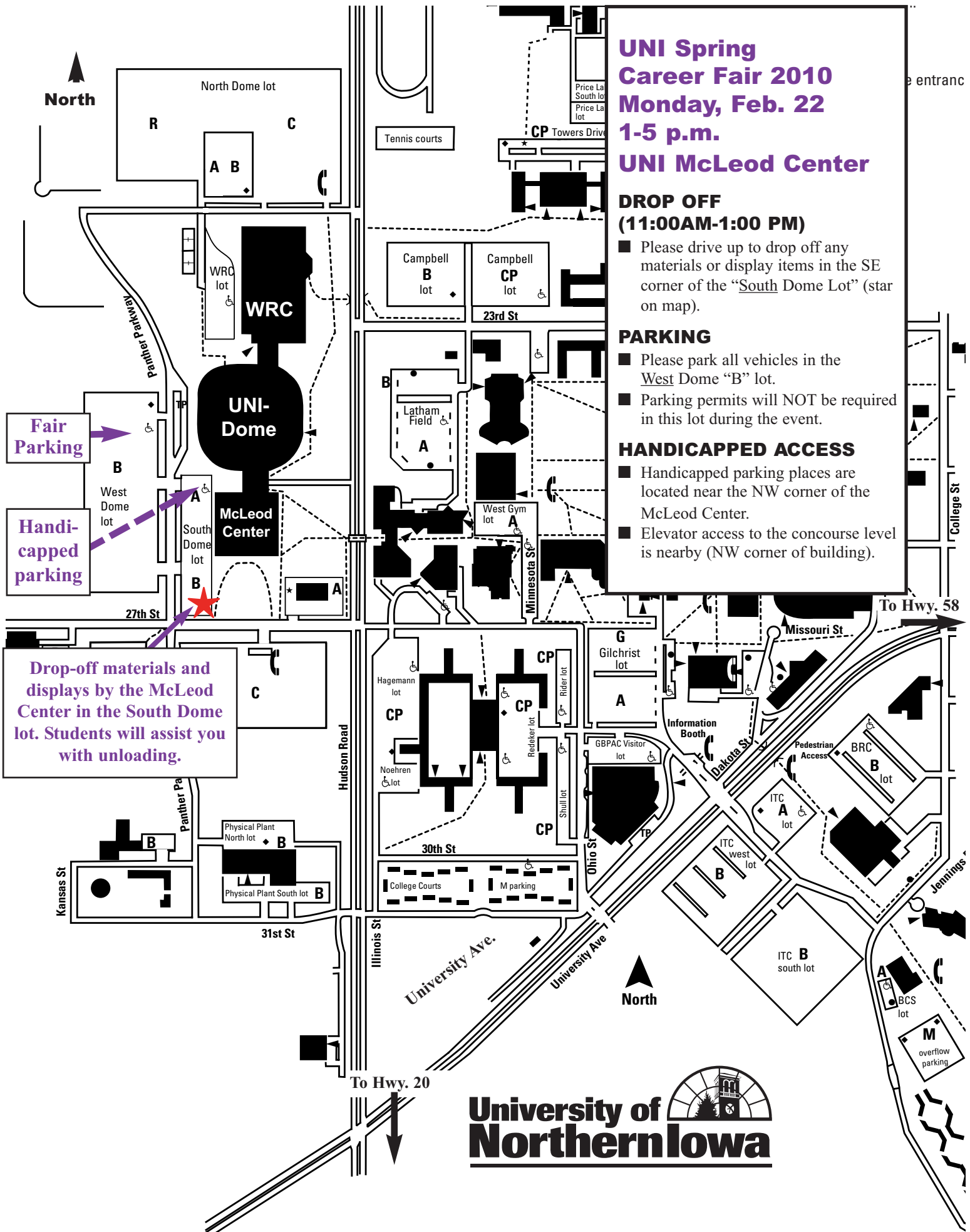
- Please drive up to drop off any materials or display items in the SE corner of the "South Dome Lot" (star on map).

PARKING

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

HANDICAPPED ACCESS

- Handicapped parking places are located near the NW corner of the McLeod Center.
- Elevator access to the concourse level is nearby (NW corner of building).



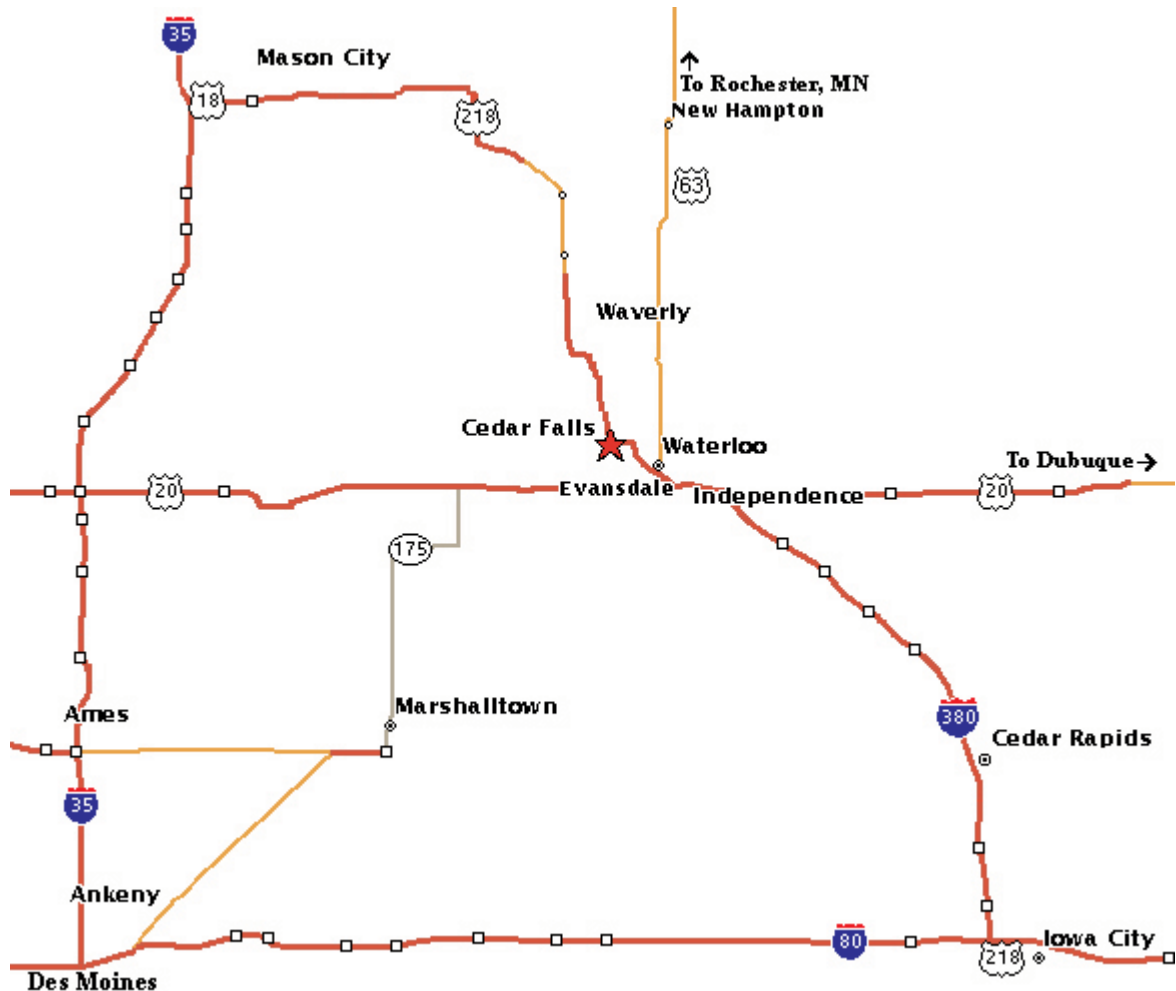
Fair Parking

**Handi-
capped
parking**

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



Directions to the UNI campus



As the map shows, the easiest way to travel to UNI is via Interstate 380 or US 63 from the south, US 63 or 218 from the north, US 20 or Iowa 57 from the west, and US 20 from the east. The UNI campus is conveniently situated in the southwest part of Cedar Falls at the junction of University Avenue and Hudson Road.

Campus map on the reverse side.