

Career Fair Schedule

Hilton Coliseum

Set-Up	8:00 a.m. - 11:30 a.m.	Hilton Coliseum
Career Fair Breakfast (Separate registration required)	9:00 a.m. - 10:30 a.m.	Scheman Building
Lunch	11:00 a.m. - 12:30 p.m.	Johnny's in Hilton Coliseum
Career Fair	12:00 p.m. - 5:00 p.m.	Hilton Coliseum
Employer Social and Prize Drawing	5:15 p.m.	Johnny's in Hilton Coliseum

Please Note: Student Ambassadors will be available to assist with booth loading and unloading. Snacks will be available throughout the day in the Recruiters' lounge, located in the southeast corner of the ground floor.

There will be a computer area available on the center floor of Hilton during the Career Fair for student use. Please feel free to direct students to these resources.

Interview Day Schedule

Memorial Union

Check-in	7:15 a.m. – 7:45 a.m.
Interviews	8:15 a.m. – 4:30 p.m.

Please Note: For those participating in Interview Day, you will be able to finish filling your interview schedules at the Career Fair. Interview schedules will be delivered to your Career Fair booth and collected at the end of the Career Fair. You can also provide a copy of your schedule at Interview Day check-in. **Please have a copy of your schedule and a business card ready to provide at Interview Day check-in to expedite this process.**

Refreshments will be available throughout the day. If you have any questions, please contact isucareerfairs@iastate.edu.

Business, Industry & Technology Career Fair
 515-294-2542 Business Career Services
 515-294-0626 Human Sciences Career Services
 515-294-8691 Liberal Arts & Sciences Career Services

BUSINESS, INDUSTRY & TECHNOLOGY CAREER FAIR EVENT DETAILS

**AVERAGE
STUDENT
ATTENDANCE**

**3,000 FOR FALL
2,000 FOR
SPRING**



Booth Details

The booths are 8' wide x 8' deep with a 6' draped table. Electricity is provided with each registration. Each company may bring a maximum of 5 representatives per booth.

Booth Changes (employers attending Engineering Career Fair)

You will be given a "booth change" sheet during the Engineering Career Fair with booth change information. Pack up all of your items and label each item with the sheet, so staff of Hilton Coliseum can move your materials for you.



Hours

Set-up for the fair will take place between 8 and 11:30 am. The loading dock entrance is located on the east side of Hilton Coliseum for dropping off materials. The fair will be open to job seekers from 12-5:00 pm.



Lodging

<https://www.thinkames.com/poi/stay/>



Parking

Free parking is available on the north and south sides of Hilton Coliseum.



Shipping

Hilton Coliseum can assist with shipping materials to the venue <http://www.business.iastate.edu/careers/career-fair/> (select "Hilton Shipping Information" under Employer Information).

Information for Shipping and Handling (if shipping exhibit to or from the Iowa State Business, Industry and Technology Career Fair):

Thank you for planning to attend the Business, Industry and Technology Career Fair. All employers are responsible for packing and applying pre-paid shipping labels to all packages upon load out. Due to increased parameters from carriers, it is the responsibility of the exhibitor to arrange for package pick up with appropriate carrier. Please see below for steps to ship to/from the Business, Industry and Technology Career Fair.

Arrange pre-paid packages to be delivered to Hilton Coliseum no earlier than one week before prior to the fair.

Iowa State University
Hilton Coliseum
1705 Center Drive
Ames, IA 50011
Attn: {Name of Exhibiting Company}
Hold for: {Name of first career fair attending}

****In the hold for line, please indicate the first career fair you are attending (either Engineering Career Fair or Business, Industry and Technology Career Fair).**

Items shipped will be delivered to your booth (Please ensure your company's name is clearly marked on the package).

At conclusion of event, affix pre-paid outbound shipping labels to exhibit items and leave them at your booth. All materials must be packaged and ready to ship at the conclusion of the fair. Please note the event staff will move packaged items from your booth to the shipping location.

Employers must arrange a pickup with UPS or Fed Ex. All packages must be scheduled to be picked up within 3 days of the career fair.

Please let us know if you need further assistance. We look forward to having you at the Business, Industry and Technology Career Fair!

Business, Industry and Technology Career Fair
isucareerfairs@iastate.edu

Tips for Success

Thank you for registering to attend Iowa State University's Business, Industry & Technology Career Fair. In an effort to help make your day a success, please use these tips to enhance your recruiting.

Prior to the Career Fair:

- Enter specific majors of interest in your career fair registration. Students generally search by major to research companies they would like to visit at the career fair.
- Post your internships and full-time positions in CyHire and email applicants an invitation to visit you at the career fair.
- Sign up to participate in on-campus interviews following the career fair through CyHire.
- Register for a club career night event in CyHire.
- Partner with a student organization to present at one of their meetings or hold an information session (<https://sodb-stuorg.sws.iastate.edu>).
- Submit a proposal for Business Week (bcs@iastate.edu).
- Connect with Career Services to participate in other events around the career fair

At the Career Fair:

- Accept resumes if possible.
- Bring business cards for future follow up.
- Include the majors, career sectors and/or positions you are recruiting in your career fair displays.
- Stand in front of your booth to appear more approachable.
- Be friendly and helpful to first-year students.
- Use LinkedIn or other social media technology to have students check-in at your booth so you are able to follow-up with them.
- Choose your representatives carefully. Consider bringing those who have knowledge in many areas that you are hiring and represent your company in terms of diversity.
- Make sure your booth is as inviting as possible. Bring flyers, displays, etc. to showcase your organization. Consider a sign with a list of opportunities. Please note that signs should stand on their own; a booth backdrop will not be provided.

Following the Career Fair:

- Participate in Interview Day or select a later interview date to reconnect with students you met at the career fair.
- Continue to post any full-time or internship openings in CyHire.
- Follow-up with students who visit your career fair booth.

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BUSINESS | INDUSTRY | TECHNOLOGY

CAREER FAIR

Iowa State University Policy on Discrimination and Harassment:

In an effort to prevent issues before they occur, we wanted to affirm that Iowa State University is committed to ensuring a safe campus environment that is free from both discrimination and harassment of any kind. We ask that your organization take steps to ensure that all of your representatives uphold the policies of Iowa State University while engaged in the recruitment of our students. Please let your recruiters know that all allegations of harassment or discrimination will be thoroughly investigated by the ISU Office of Equal Opportunity. Any recruiter found to be engaging in harassment or discrimination will as a minimum be barred from all future recruiting on the ISU campus. In addition, the employing organization will have their campus recruiting privileges rescinded until documentation is provided that corrective action within the organization has been taken to prevent a repeat offence.

Iowa State University policy on discrimination and harassment:

<http://www.policy.iastate.edu/policy/discrimination/>

We are happy to answer questions and appreciate your support of our students and institution.