



## 2017 Winter Career Fair: Employer Checklist

### Before the Career Fair

- Review your Career Fair Registration:** Before you attend the career fair, please confirm your registration is accurate. If you need changes made, please let us know at [cs-events@calpoly.edu](mailto:cs-events@calpoly.edu). Some items to review are:
  - Date of attendance (this event is a two day event, please check what day(s) you are registered)
  - Number of lunches reserved
  - Interview options selected
  - Representative count and names of the representatives attending
  - Job Titles
- Post Your Open Positions:** Check that you have updated or added any additional job descriptions that you are recruiting for at the Career Fair. Students make decisions on what companies they want to meet at the Career Fair by reviewing the job descriptions available on MustangJOBS. For instructions, please visit: [Posting a Job](#)
- Ship Career Fair Materials:** If you are intending to ship any career fair materials, displays and supplies must arrive between **January 16 – January 24, 2017**
  - Send career fair materials, displays, etc., to :  
**Winter Career Fair**  
Building 82  
California Polytechnic State University  
1 Grand Avenue  
San Luis Obispo, CA 93407-0122
  - All displays and materials must be **clearly marked** with the following:
    - Your **company name**
    - **Winter Career Fair**
    - Total number of boxes you are shipping (i.e. 1 of 3)
- Prepare Display Set Ups:** If you are planning to bring a display to the career fair, below are some guidelines to keep in mind.
  - **Table Size:** 6' Rectangle Table
  - **Space Limitation:** Space is extremely limited between tables, so in consideration of your neighbors, please limit display size to 6-foot tabletop or 7-foot freestanding. Your display needs to fit within the space provided by the table you will have at the event.
  - **Electricity:** You will be provided access to electrical power, but you may want to bring your own 25-50 foot power cord, audio visual, and computer equipment, if needed for your display.
  - **WiFi Access:** The Recreation Center is a wireless internet zone and connectivity is available. If you require a dedicated connection we recommend bringing a hotspot device. Instructions for WiFi access will be provided at your table.
- Prepare Materials to Bring to the Career Fair:** Below is a recommended list of items that you may consider bringing to the career fair.
  - Business Cards
  - Company Giveaways
  - Job Descriptions
  - Displays

## Day of the Career Fair

- **Parking for the Career Fair:** If you are planning to drive to the event, please park in the [H-1 Parking Lot](#).
  - There will be signs to direct and assist you. CSOs will be standing at the H-1 parking lot to distribute parking permits.
  - All materials and supplies brought with you on the day of the event must be transported on the shuttle. Parking and loading/unloading is prohibited in front of the Recreation Center.
- **Review Event Agenda:**

- CAL POLY CAREER SERVICES -

# 2017 WINTER CAREER FAIR

JANUARY 25 & 26 | REC CENTER

## EMPLOYER AGENDA & INFORMATION

TIME	EVENT	LOCATION
8:00 - 9:30 a.m.	<b>Employers Arrive</b> » Check-in and display set-up	Rec Center Main Gym
8:00 - 10:00 a.m.	<b>Breakfast</b>	Upper Left Gym
9:30 a.m. - 2:30 p.m.	<b>Open Forum</b> » During this time please use the blank interview schedules provided to plan interviews during the afternoon session from 2:30 - 5:30 p.m.	Rec Center Main Gym
12:00 - 2:00 p.m.	<b>Employer Luncheon</b> » Please bring lunch ticket	Rec Center Upper Left Gym
2:30 - 5:30 p.m.	<b>Student Interviews</b> » Students will wait for their interview in the designated waiting area until called » Please do not schedule interviews after 5:30 p.m.	Employer Table
4:00 p.m.	<b>UPS and Fed-Ex Pick-up</b> » Please bring your materials, packed, labeled, and marked with your company's UPS or Fed-Ex account number to the Main Gym's loading dock area by 4:00 p.m. » All packages left for UPS and Fed-Ex will be shipped the following business day » We will not be responsible for any displays or materials left behind and any items left behind will be discarded	Main Gym Loading Dock

7:45 a.m. - 10:30 a.m. **Shuttle Service** - Runs continuously about every 30 minutes  
12:00 p.m. - 6:30 p.m. from Rec Center to the H-1 Parking Lot.  
The last shuttle leaves at 6:30 p.m.

Thank you for participating in the Career Fair!

www.careerservices.calpoly.edu  
805-756-2501



**CAL POLY**  
Student Affairs  
Career Services

**UNLIMITED POSSIBILITIES**

## After the Career Fair

- **Ship Back Career Fair Materials:** Did you ship any materials to the career fair? Are you prepared to ship them back? If you wish to ship your career fair materials and displays via UPS or Fed-Ex , after the career fair, please follow these steps:
  - Complete all of your shipping forms in advance. All packages must have a complete pre-printed shipping label along with your company's account number.
  - Attach the completed shipping forms to your display cases, boxes, etc.
  - After the career fair, your representatives should deliver your display cases, boxes of materials, etc. to the Recreation Center Loading Dock for your shipping provider to pick up by 4:00 p.m.
- **Interview Students You Meet at the Career Fair:** Would you like to interview students you meet at the Career Fair? We offer three options:
  - **Interview candidates immediately following the Career Fair from 2:30 p.m. to 5:30 p.m. at your event table.** Create your own schedule at the Career Fair and invite candidates to return to your table for their scheduled interview.
  - **Interview candidates the day after the Career Fair in a private interview room at the Career Services office.** Reservation requests are accepted on a first-come, first-served basis and may be requested during career fair registration or when you arrive at the career fair. ***Please note that our private interview rooms are limited therefore priority will be given to our Career Partners.***
  - **Interview candidates at a later in Winter Quarter through our On Campus Interview Program.** To utilize this option, please login to Mustang JOBS, powered by Handshake and request your interview schedule today for available dates from January 23-March 3, 2017. You may also contact our Employer Relations and Recruiting Coordinator Melinda McCann for more information at [mmmccann@calpoly.edu](mailto:mmmccann@calpoly.edu) or 805-756-2107. Complete information can be found here: [On-Campus Interviewing](#)

Additional details can also be found here: [2017 Cal Poly Winter Career Fair](#)