

# Fall 2025 Career Cafe Employer Registration Guide

Date availability listed within Career Forge registration

*\* Last updated 6/3/2025, check back for updates*

The Engineering Career Resource Center invites you to join us at the Career Cafe! The Career Cafe provides employers with an opportunity to connect with students for networking and/or recruitment purposes in a casual setting. Employers may sign up to be a featured employer in the Career Cafe on a specific date of interest (dates are limited and will be available on a first to sign up basis).

The Career Cafe is open to students of all degree levels and majors within the College of Engineering, and employers may specify the specific degree levels and majors encouraged to attend and connect with their company. Students participate on a drop-in basis, and may use this opportunity to explore different career paths, learn about various employment opportunities, and when appropriate, present themselves as a candidate for open positions.

Event cost for employers is \$350.00. Registration includes the following:

- Participation and lunch for up to four representatives.
  - Additional representatives (above four) may participate for \$75.00 each per additional representative. A maximum of seven representatives may participate.
- Use of a parking code for visitor parking on the date of the event.
- Package shipping services prior to and following the event.
- Use of event space from 9 AM-3 PM (shorter time duration available by request).
- Your company will be promoted as the featured employer for the selected date to all College of Engineering students.
- Snacks and water are available, along with the option to bring your own.



# Event Registration Instructions

Event registration will be available in [Career Forge](#) beginning June 16 at 12 PM ET. To register for this event, please follow the steps below:

- Create an account in Career Forge at <https://careerforge.us/login?m=signup>, or log into an existing account at <https://careerforge.us/login>
- Select *Events* from the left side menu, then click into the *All Events* tab
- Select *Register* under *Career Cafe*
  - Within the registration form, select your preferred date of interest. Dates are limited and are available on a first to sign up basis
- Complete all fields and then review your registration details on the final page.
- **Click *Submit* on the final screen in order to finalize your registration request.**

You will receive an email confirmation of your event attendance, along with a detailed Employer Guide, within three business days. Contact [eng-careerfair@umich.edu](mailto:eng-careerfair@umich.edu) with any questions.

## Payment and Cancellation Policy

### **PAYMENT POLICY:**

Payments are due in full two weeks prior to your event date. A \$50 late fee charge will be added if payment is not received by this date.

### **ADDITIONAL PAYMENT NOTICE:**

Organizations with outstanding fees from any Engineering Career Event will not be permitted to attend future Engineering Career Events until their account is paid in full.

### **CANCELLATION AND REFUND POLICY:**

Cancellations must be submitted in writing to [eng-careerfair@umich.edu](mailto:eng-careerfair@umich.edu). Cancellations will be confirmed via email from [eng-careerfair@umich.edu](mailto:eng-careerfair@umich.edu). Payment is due in full even if you cancel after the cancellation deadline (two weeks prior to your event date), or do not participate on the day of the event.

Refunds will be made as follows, regardless of the reason for canceling:

- On or before two weeks prior to your event date - full refund on payments received
- After two weeks prior to your event date - no refunds will be made after this date



# Career Cafe Event Space

The Career Cafe is located on the second floor of the Duderstadt Center in a dedicated cafe style space. ECRC Staff will have a presence in this space and will help to monitor student traffic throughout the event. The room will accommodate seating for seven representatives maximum. This space will allow for more casual conversations and students may stop by on a drop in basis.

