

Student Guide to ECRC Fall Career Events

*Check back for updates; last updated 9/12/24

These events are open to Michigan Engineering students and LSA declared Computer Science and Data Science students and recent alumni (1 calendar year post graduation). Please review the following action items, preparation tips for the event, and instructions for engaging with recruiters during the events.

You can view event information in [Engineering Careers, by 12twenty](#) and [Career Fair Plus \(CF+\)](#)

Event	Format	Date	Time
Corporate Partner Company Day	In-Person	9/5	12p-3p
Fall Engineering Career Fair hosted by SWE/TBP - Day 1	In-Person	9/9	10a - 4p
Fall Engineering Career Fair hosted by SWE/TBP - Day 2	In-Person	9/10	10a - 4p
Biomedical Engineering Career Fair Restricted to students within the BME Department	In-Person	9/11	1p - 4p
Industrial and Operations Engineering Career Fair	In-Person	9/11	1p - 4p
Electrical and Computer Engineering Career Fair Restricted to students within the ECE Department	In-Person	9/17	1p - 4p
Materials Science and Engineering Career Fair	In-Person	9/24	10a - 1p
Civil and Environmental Engineering Career Fair	In-Person	9/26	12:30p - 4p
Virtual Engineering Career Fair Student sign up opens 9/27 at 12pm and closes on 10/1 at 12pm More details on pages 3-7	Virtual	10/1	12p - 6p
Robotics Career Fair	In-Person	10/3	10a - 2p
Nuclear Engineering and Radiological Sciences Career Fair	In-Person	10/4	1p - 4p
Company Day	In-Person	10/10	11a - 2p
Company Day	In-Person	10/17	11a - 2p
Company Day	In-Person	10/23	11a - 2p
Company Day	In-Person	10/29	11a - 2p

Please let us know how we can ensure that our events are inclusive to you. If you require an accommodation for a disability, please [fill out this form](#) to let us know what accommodations or access needs we can help facilitate. Complete the form at least one week prior to the event.

Diversity Statement for Employers

Diversity broadens our perspectives and paves the way for innovation. Our community includes people from different races and ethnicities, genders and gender identities, sexual orientations, ages and socio-economic backgrounds. We speak different languages, come from different cultures and countries, and practice different religions. We have different abilities and disabilities, different political perspectives, and different life experiences.

We're committed to ensuring all members of our community have the opportunity to participate fully without worrying about facing bias, harassment, or discrimination. As you engage with candidates, we ask that you join us by creating welcoming environments during your interactions. To learn more about overcoming bias to ensure positive engagement within our community, we encourage you to watch this video: <http://bit.ly/umcoebiastraining>

Overview

● In-Person v. Virtual Fairs

- You will have the opportunity to participate in both in-person and virtual fairs
- In person fairs
 - Will occur on North Campus, see event details in [Engineering Careers](#) for specific location
 - Do not require registration
 - Interactions with employers are first come first served on the day of the event
- Virtual fairs
 - Require advance registration / sign ups to interact with employers
 - More information on signing up for the virtual career fair will be provided in this guide by mid-September

● Viewing events in Engineering Careers, by 12twenty and Career Fair Plus

- Engineering Careers, by 12twenty
 - Log into [Engineering Careers](#) and click on “Events” and use the “Event Type” filter or search bar
- Career Fair Plus
 - Go to app.careerfairplus.com/ume_mi to view all career events

● Filtering Employers for Career Fairs/Company Days

- Go to the career fair/company day of interest
- Click on “Employers” to see a list of the companies attending
- Click “Add Filter” to filter on employers who are hiring students of your major, located in specific areas, etc, and select a filter of interest
 - Note: You can add multiple filters
- Click on a company name to see more information, such as description and recruiting/hiring needs

● Registering/Signing up for Career Events

- Registration is only required for the Virtual Engineering Career Fair
 - If you register for the virtual fair, all companies attending the fair will have access to your name, email, degree/major, graduation date, and resume
- View page 3 for additional instructions on signing up to meet with employers for virtual events

● Event Eligibility

- You will only see events that your degree/major are eligible to attend

● Preparing for Career Fairs

- Review [Career Fair Prep Resources](#), including recommended [career fair attire](#)
- Complete the [Career Fair Prep Canvas Module](#)

● After Career Fairs

- Apply for jobs in accordance with instructions provided by the company
- Keep an eye on email and have your phone handy for interview invitations.
 - Some recruiters may expect a quick turn around for scheduling interviews
 - You may receive an email from the company or ecrc-info@umich.edu

Virtual Engineering Career Fair

Tue 10/1 12pm-6pm ET

This will be a **video based**, virtual event conducted through [Career Fair Plus](#). (CF+). CF+ allows students to connect with recruiters via **pre-scheduled 1-on-1 time slots or group meetings**.

Meeting sign ups open on 9/27 at 12:00 PM ET for CoE majors and declared LSA CS & DS majors. Sign ups for all 1-on-1 meetings close on 10/1 at 12:00 PM ET. Group meeting sign ups will remain open through the event.

Please review the following action items, preparation tips for the fair, and instructions for engaging with recruiters during the fair. Visit career.engin.umich.edu/events/career-fairs/ to learn about all upcoming CoE career events.

Please let us know how we can ensure that our events are inclusive to you. Please fill out the form below to let us know what accommodations or access needs we can help facilitate at least one week prior to the event: umich.qualtrics.com/jfe/form/SV_6QJUbw52V39OVqS

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The following diversity statement has been shared with employers regarding expectations for CoE events:

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We're committed to ensuring all members of our community have the opportunity to participate fully without worrying about facing bias, harassment, or discrimination. As you engage with candidates, we ask that you join us by creating welcoming environments during your interactions. To learn more about overcoming bias to ensure positive engagement within our community, we encourage you to watch this video: <http://bit.ly/umcoebiastraining>

Tips and Important Information

- Your Profile and Qualifications
 - Include your full name (first & last), an up to date resume, and phone number
 - Use your **umich.edu email address** for your account email address or else you will not be able to sign up for meetings
 - Update your qualifications **before** signing up for meetings by clicking [here](#) and then clicking "VIEW / UPDATE YOUR QUALIFICATIONS" (log in if you have not logged in yet)
 - **Do NOT type in your major - select your major from the pick list option.**
 - **Your CF+ profile major should include your major AND degree level**
- Meeting Types and Scheduling Window
 - CoE majors and declared LSA CS and DS majors may begin scheduling on Fri 9/27 at 12:00 PM ET
 - All other UM Ann Arbor majors may begin scheduling on Mon 9/30 at 12:00 PM ET
 - **1-on-1 Meetings**
 - Candidates book a specific time to meet individually with a recruiter
 - Sign ups close at 12:00 PM ET on the day of the fair
 - **Group Meetings:**
 - Can include multiple candidates at once in a group setting
 - Are typically opportunities to explore more about the company and ask general questions
 - You can join/leave the meeting at any time during the schedule duration
 - Book group meetings ahead of time or on the day of the fair
- Meetings Guidelines
 - Check schedules frequently for new meeting availability
 - Some schedules may have prerequisites. If you do not meet them, do not book the meeting
 - Be a responsible CoE community member and do not monopolize time slots
 - **Only book one 1-on-1 meeting per company**
 - Review each schedule name/description to determine the most appropriate schedule for you
 - **No shows and day-of cancellations**
 - If you make a commitment to meet with recruiters, your attendance is expected
 - **If you fail to show up to your scheduled meetings or cancel after 12:00 PM ET on the day of the fair, you may be prohibited from utilizing CF+ or Engineering Careers. If there are extenuating circumstances, please contact eng-careerfair@umich.edu immediately.**
- Resume Drops
 - Can't schedule a meeting? You can provide your resume to employers of interest by clicking on their profile and then clicking the "**DROP RESUME**" blue button.
 - Please note that you cannot remove your resume from a resume drop once you click it.
- Diversify your Search!
 - Use filters to research companies you may not have considered before but that may be a great fit.
 - Filters may include Degrees/Majors seeking, Work Authorization, etc.
- Workshops
 - Attend our [Career Fair Preparation and Resume Writing workshops](#)

Create Profile & Schedule Meetings: CF+ Website

1. Create Profile prior to sign ups opening

- a. Go to app.careerfairplus.com/ume_mi
- b. Click on 'Virtual Engineering Career Fair'
- c. Click 'Login' in the upper right hand corner.
 - i. If you already have an account log in.
 - ii. If don't already have an account, click 'Sign Up' → 'Student or Candidate' and then 'Sign Up'
- d. **Complete your Profile**
 - i. Use your umich email and add a phone number in case of technical difficulties during the fair.
 1. If you do not have a phone number available, please contact eng-careerfair@umich.edu.
- e. **Upload your Resume/CV**
 - i. You can only upload one resume.
 - ii. Update your resume any time by going to app.careerfairplus.com/my-fairs and clicking on your name in the top right corner → "Edit Profile"

2. Set up Your Major/Qualifications prior to sign ups opening

- a. Prior to sign ups starting, you will want to set up your qualifications, including your major so that you can sign up for schedules for which you qualify.
- b. While logged in, please click into our sample 1-on-1 schedule:
app.careerfairplus.com/ume_mi/fair/5375/employer/370003/schedule/iviyaNQXJ24bRJTuwYQU and click "VIEW / UPDATE YOUR QUALIFICATIONS".
 - i. Make sure you select your major from the ones provided
 1. **DO NOT TYPE IN A CUSTOM MAJOR.**
 - ii. Fill in all other information as needed and click 'Save'.

3. Schedule Meetings starting 9/27 at 12pm ET

- a. Go to app.careerfairplus.com/ume_mi and click on 'Virtual Engineering Career Fair'
- b. Select the employer you would like to meet with to see their availability.
- c. Select the schedule that you're interested in and review the schedule description for more information
 - i. For 1-on-1 Meetings, select a time that works for you, and click 'YES' to book the meeting slot.
 - ii. For Group Meetings, select "Book My Spot Now".
- d. **Cancel/Change a Meeting**
 - i. Click 'My Fairs' in the right corner or go to app.careerfairplus.com/my-fairs and click on the fair.
 1. Click on the top right arrow of the meeting you would like to cancel, then click "Cancel Meeting".
 - ii. To change your timeslot, you must first cancel your original timeslot. You will have the opportunity to book a new meeting if alternative slots are available.

Create Profile & Schedule Meetings: CF+ App

1. Create Profile

- a. Download the Career Fair Plus app and select 'Student/Candidate' as the role
 - i. *If you are an existing user of the app, you may need to select 'Role' in the bottom navigation menu and select 'Student/Candidate'*
- b. Select the organization '**University of Michigan Engineering**' → '**Virtual Engineering Career Fair**'
- c. Tap '**My Interactions**' on the bottom navigation menu and then '**Create Account**'
- d. **Complete your Profile and Upload your Resume/CV**
 - i. Use your umich email and add a phone number in case of technical difficulties during the fair.
 - ii. If you do not have your resume on your current device, tap '**Send Resume/CV Upload Magic Link**' to get a link sent to your email so you can upload a file later.
 1. You can update your profile/resume at any time by tapping '**My Interactions**' on the bottom of the screen, and then tapping '**Profile**' in the upper right corner.
- e. Tap '**Finish**' to complete your account creation.

2. Set up Your Major/Qualifications prior to sign ups opening

- a. Prior to sign ups starting, you will want to set up your qualifications, including your major so that you can sign up on schedules for which you qualify.
- b. To do this, go to the event in the CF+ app, then click "**My Interactions**" at the bottom.
- c. Next, click "**Profile**" in the top right and then "**Edit Profile**".
- d. Make sure that all sections are filled.
 - i. For Major, start typing in your major and click on one of the prepopulated options.
- e. After completing your profile, click '**Save**'.

3. Schedule Meetings starting 9/27 at 12pm ET

- a. Select the employer you would like to meet with and then tap "**View Meetings**" to see their availability.
- b. Select a schedule that fits your recruiting needs
 - i. For 1-on-1 Meetings, select a time that works for you, and click '**YES**' to book the meeting slot.
 - ii. For Group Meetings, click into the schedule and then select "**BOOK MY SPOT NOW**".
- c. **Cancel/Change a Meeting**
 - iii. Tap on '**My Interactions**' and then tap on the meeting you would like to change. You will then have an option to **CANCEL** the meeting or **CHANGE** the time (if alternative slots are available).
 - iv. You will receive an email confirmation for each meeting you cancel/change.

Before the Fair

1. Open [CF+](#) and log into your account to make sure you can access your virtual meeting schedule.
 - a. **If you are not able to attend a meeting, cancel the meeting in CF+ as soon as possible, ideally no later than 24 hours in advance of the meeting time**
 - b. If you have available time in your schedule, check to see if other companies have open meetings.
2. Check the interaction type listed under the schedule for each of your meetings. Make sure you download/test any platforms that you will be using.
 - a. **For Schedules using the CF+ Video platform**
 - i. If the interaction type says *CF Plus Video Room*, you will see a blue 'Join Meeting' button.
 - ii. If you are having any technical difficulties, view this [page](#) for tips and guidance.
 - b. **For Schedules NOT using the CF+ Video platform**
 - i. If the interaction type says *External*, click on the top right arrow in the meeting details to see the interaction type and review any additional instructions that are provided.
3. Set up/prepare your personal space for your meetings and have your professional attire ready to wear.
4. [Test](#) your internet connection from the location you plan to be at during the fair.
 - a. Please review UM's [Video Conferencing Best Practices](#) page for additional tips.
5. Review your resume and be prepared to explain past experiences.
6. Make sure you have a final copy of your resume uploaded to CF+.
 - a. You are only able to upload one resume at a time.
 - b. If you upload a new resume after the fair starts, a recruiter may have trouble accessing it.
 - c. If you already have a resume uploaded, recruiters may have already seen it.

Career Fair Day

1. If you have any questions the day of the fair, please email eng-careerfair@umich.edu.
2. Log into [CF+](#) and access your virtual meeting schedule.
3. To join the virtual rooms for your meetings, click on "Join Meeting" or click on the top right arrow in the meeting details and follow the instructions provided.
4. Etiquette for Joining Rooms
 - a. Be punctual, but not more than 2 minutes early. When you knock to enter a meeting room, the recruiter will be notified. You don't want to knock too early and interrupt their conversation with another student.
5. If there are technical difficulties, we've instructed the recruiters to call the phone number listed in your profile.
6. During your conversations with recruiters, inquire about the best way to get in touch with the company to follow up after the fair regarding next steps.
 - a. Please note that some recruiters may not share their contact information.

After the Fair

1. Apply for jobs in accordance with instructions provided by the company.
2. Keep an eye on email and have your phone handy for interview invitations.
 - a. Some recruiters may expect a quick turn around for scheduling interviews