Recruiter Guide
In-Person Integrative Systems + Design Career Fair
Thursday 1/27/2022: 10a-3p ET
*Check back for updates; last updated 11/15/21

Thank you for your continued support for the College of Engineering at the University of Michigan. We look forward to your participation in the Integrative Systems + Design (ISD) Career Fair. The ISD Career Fair will be held over two days: one will be virtual and one will be in-person. You may sign up for one or both of these days.

This guide includes information pertaining to the in-person day of the fair. Information for the virtual day of the fair can be found here: career.engin.umich.edu/ISDVIRRecruiterGuide

Please review the following action items, preparation tips, and instructions for engaging with candidates in-person.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for the event in Engineering Careers, by Symplicity by Fri 1/7</td>
<td>2</td>
</tr>
<tr>
<td>Health and Safety Protocols</td>
<td>2</td>
</tr>
<tr>
<td>Job Postings</td>
<td>2</td>
</tr>
<tr>
<td>Career Fair Plus</td>
<td>2</td>
</tr>
<tr>
<td>Company Presentations</td>
<td>2</td>
</tr>
<tr>
<td>Shipping Packages</td>
<td>3</td>
</tr>
<tr>
<td>Day of the Fair Information</td>
<td>4</td>
</tr>
</tbody>
</table>

Contact eng-careerfair@umich.edu with any questions. Please let us know how we can ensure that our events are inclusive to you. Email eng-careerfair@umich.edu to let us know what accommodations or access needs we can help facilitate at least one week prior to the event.

**Diversity Statement**
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
Registration

- Register for this event in Engineering Careers, by Symplicity
- **NOTE:** Space is limited. Registration closes at 5 PM ET on January 7th, or once capacity is reached
  - Select ‘Events’, ‘Career Fairs’ from the left side menu.
  - Then, select ‘Register’ to the left of “Integrative Systems + Design (ISD) IN PERSON Career Fair”.
  - Once you have completed all fields within registration, **be sure to confirm and submit your registration on the final screen.**
  - You will receive a confirmation of your event attendance within two business days from eng-careerfair@umich.edu, please email this address if you do not receive a confirmation email.
- **Please Note:** If you do not already have an account, please first submit an account request [here](#). Once you receive a confirmation email that your account has been created, you may then register for the fair.

Health & Safety Protocols

- There is a limit of four representatives per company.
- All individuals are required to wear a face covering while indoors, regardless of vaccination status.
- It is recommended for unvaccinated guests to socially distance themselves during events.
- On the day of the event, each recruiter attending must complete the University of Michigan’s ResponsiBLUE Covid-19 health screening. You will need to show your ResponsiBLUE screen upon arrival to the event.
  - We will send out a reminder email prior to the event.
- Enhanced cleaning procedures are in place, including increased hand sanitizing stations throughout facilities.
- Students and recruiters are discouraged from shaking hands.

Job Postings

- Post your engineering related positions to our recruiting system, Engineering Careers, by Symplicity.
- You may use this system to connect with engineering and computer science and data science students/alumni for your full-time, cooperative education, internship, or part-time engineering related positions.

Career Fair Plus

- Your company information provided in registration will be viewable to students via Career Fair Plus starting 12/1. You can view your company profile by clicking [here](#) and then navigating to this fair.
- We also encourage you to download the Career Fair Plus app to view the fair map and receive notifications about the fair.
- *Please note that Career Fair Plus will be utilized for the virtual day of the fair.

Company Presentations

- If you are planning to host a virtual session on your own, please fill out [this form](#) for ECRC’s support in advertising.
- If you are interested in hosting an info session (virtual or in-person), we recommend you connect with a Student Organization for high visibility.
Shipping Packages

If you choose to ship packages to and from the Career Fair, Rightaway Delivery will receive, store, deliver packages to campus and return ship your packages. Rightaway Delivery works with all delivery service companies and you may contact Rightaway Delivery directly at (877) 723-2996.

Pre-Career Fair Instructions:
Rightaway Delivery will receive and store packages for the Career Fair at their location. Packages will be delivered directly to your career fair table the day of the event.

Please note:
- All packages must be clearly marked with your Company Name (matching your Career Fair Registration) & “UM ENGINEERING ISD CAREER FAIR”
  - If you are attending the Winter Engineering Career Fair the day prior (Wed 1/26) please follow the shipping instructions for that event. Please notify us during the Winter Engineering Career Fair that you are participating in the ISD Career Fair and we will hold your packages overnight for this event.
- Packages should arrive at the Rightaway Delivery facility 3-5 days before the event. If packages arrive less 3 days before the fair, we cannot guarantee delivery by the start of the fair
- Please include return shipping labels and package return instructions for your attending recruiters

Please do not ship before January 5, 2022
Rightaway Delivery
Attn: Your Company Name (matching your Career Fair Registration), “UM ENGINEERING ISD CAREER FAIR”
29120 Airport Drive
Romulus, MI 48174

Post-Career Fair Instructions:
Rightaway Delivery will pick up your package at the end of the fair in the closest Recruiter Lounge and ship it using your UPS, FedEx or other delivery service account. The cost of utilizing Rightaway Delivery service was included in your career fair registration fee. Normal shipping charges will still be billed to your UPS/FedEx/etc. account.

Please note:
- If you choose to have your packages shipped out at the end of the event, recruiters must take prepared packages to the closest Recruiter Lounge no later than 3:45 pm
- All packages must be taped, packed and labeled by company representatives
- Packages require a UPS/FedEx/etc. label taped to the top of the box containing shipping address information and your delivery service account information
- Packages collected by Rightaway Delivery after the fair will be shipped the following business day

Packages will not be accepted at any University of Michigan location including the ECRC, Duderstadt Center, Chrysler Center, Pierpont Commons or the Beyster Building.
Day of Fair Information

Parking, employer check-in, and other day of fair information will be provided in early January.