Recruiter Guide

In-Person Winter Engineering Career Fair

Wednesday 1/26/2022: 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 Winter Engineering Career Fair (WECF). The WECF 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/WECFVIRRecruiterGuide

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

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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 “2022 IN PERSON Winter Engineering 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

- 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 CAREER FAIR”
- 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 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.
Parking, Shuttle, Curbside, and Check-In

As on many large campuses, parking is challenging and **extremely** limited. We **strongly** suggest the use of carpooling, airport/hotel shuttle and/or ride services to avoid parking challenges. The following suggestions are provided to make your visit to the University of Michigan as easy and pleasant as possible. Parking is available to companies in parking structure NC100.

You must arrive at the NC100 parking structure between **7:00 am and 11:00 am** to receive a parking pass from a parking attendant. **If you arrive outside of these hours, please see “Other Parking Options” below.**

**Shuttle Service**

Once parked, proceed to the Shuttle Pick up sign near the entrance to the parking structure. Shuttle service will run continuously between parking structure NC100 and Pierpont Commons from **7:00 am to 11:00 am and then again from 2:30 to 4:30pm.** If you need shuttle service between 11:00 am and 2:30 pm, please speak to a staff member in the Recruiter Lounge located in your assigned building or call 734-647-7160. **If you will be on campus after the shuttles stop at 4:30pm, we recommend moving your car closer to your event before the shuttles end for the night.**

**Curbside Package Service (see directions on next page)**

Package drop-off/pick-up service is available at the Pierpont Commons circle drive. Curbside attendants are available to assist you in transporting your materials from **your car to the Employer Check-in Area** from 7:30 am until 10:00 am and again from 3:00 pm to 4:00 pm. **Do not leave your car unattended. Please wait in or by your car and flag an attendant to assist you so you do not receive a ticket for leaving your vehicle unattended.**

**Employer Check-In**

Employer representatives should report to the check-in table and pick up any packages dropped off at Curbside. Check-in will be located in Pierpont Commons just inside the doors near the circle drive. Employer check-in begins at 7:30am and ends at 10:00am.

**Other Parking Options**

Other options for parking include any of the U-M visitor parking lots with meters colored in red on the map located on the last page of this document. **You will be responsible for payment of an hourly parking fee.** Check the lot entrance for payment information. Additional U-M visitor parking locations found at ltp.umich.edu/maps. **Please note shuttle service is not available at these lots.**

**The ECRC is not responsible for parking violation tickets and cannot provide assistance with resolving parking tickets.**
Directions to Employer Parking & Curbside Service

Directions to North Campus from US 23
From US 23, take Exit 41-Plymouth Road. Northbound travelers turn left onto Plymouth Road. Southbound travelers turn right onto Plymouth Road. Continue with your choice below:

Directions directly to Employer Parking Structure NC100 (no packages to drop off)
Follow Plymouth Road West to Huron Parkway. Turn left on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

Directions to Curbside Package Service
Follow Plymouth Road West to Murfin Avenue. Turn left on Murfin. Go straight at the first stop sign and down the hill. The Pierpont Commons circle drive will be on your left (at approximately 1290 Murfin Ave, Ann Arbor). Once you have dropped your packages off, please exit the circle drive and turn right on Murfin. Follow Murfin back to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

Directions to North Campus from Downtown Ann Arbor/Central Campus
From downtown Ann Arbor and Central Campus, head north on State Street, turn right on Fuller. Turn left onto Glen Avenue which turns back into Fuller. Turn left on Bonisteel Boulevard, then left on Murfin.

Directions directly to Employer Parking Structure NC100 (no packages to drop off)
Follow Murfin to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

Directions to Curbside Package Service
Immediately after you turn on Murfin; the Pierpont Commons circle drive will be on your right (at approximately 1290 Murfin Ave, Ann Arbor). Once you have dropped your packages off, please exit the circle drive and turn right on Murfin. Follow Murfin back to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1st drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

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In Person: Wed 1/26 10a-3p ET

Additional Maps can be found at https://ltp.umich.edu/maps/

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Day Of the Fair

**EMPLOYER LOUNGE:**
Employer lounges are open 8am-3pm. Please see the career fair map for exact locations. Continental Breakfast will be served from 8am-10am. Lunch will be served from 11:30am – 2:00pm only, and beverages will be served continuously.

**SHIPPING:**
The career fair is scheduled from 10:00am – 3:00pm. Rightaway Delivery will pick up your package at the end of the fair in your assigned building’s Recruiter Lounge and ship it using your UPS, FedEx or other delivery service account. If you choose to have your packages shipped out at the end of the event, you must take prepared packages to the Recruiter Lounge in your assigned building no later than 3:45pm. Packages collected by Rightaway Delivery after the fair will be shipped the following business day. Please see the Shipping Information insert for more details.

**SHUTTLE TO PARKING LOT:**
If you need shuttle assistance during the fair, please visit one of the employer lounges. The shuttle from Pierpont back to the career fair parking lot will run continuously from 2:30pm – 4:30pm. If you will be on campus after the shuttle stops at 4:30pm we recommend moving your car closer to the event before the shuttles end for the night.

**WIFI:**
Connect to the MGuest Wifi Network. Open a web browser, the MGuest welcome page will appear. Select ‘Agree & Connect’ to gain network access.

**CAREER FAIR PLUS APP:**
You can view the map and receive notifications via the Career Fair Plus App. Check it out!

**HAVE A QUESTION?**
Please visit one of the employer lounges or email eng-careerfair@umich.edu

Thank you for recruiting at the University of Michigan, College of Engineering!