Recruiter Guide

In-Person March Recruiting and Networking Day

Wednesday 3/16/2022: 10a-3p ET

*Check back for updates; last updated 12/6/21

Thank you for your continued support for the College of Engineering at the University of Michigan. We look forward to your participation in the In-Person March Recruiting and Networking Day. This event will be held on the University of Michigan’s north campus.

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](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 March 4th, or once capacity is reached
  - Select ‘Events’, ‘Career Fairs’ from the left side menu.
  - Then, select ‘Register’ to the left of “Recruiting and Networking IN PERSON Day - Mar. 16”.
  - 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. You can view your company profile by clicking: app.careerfairplus.com/ume_mi/fair/4048
- We also encourage you to download the Career Fair Plus app to view the fair map and receive notifications about 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

- Shipment of any packages can be sent to the ECRC using the following address:
  Engineering Career Resource Center
  Attention: (Your Company Name) March 16 Career Day
  230 Chrysler Center, 2121 Bonisteel Blvd.
  Ann Arbor, MI 48109
- Company representatives are responsible for any packages needing to be shipped back upon conclusion of the event; please repackage, label and CONTACT CARRIER to arrange pick up from the ECRC (Monday-Friday; 8:30 am-4:30 pm).

Parking

- As on many large campuses, parking is challenging and extremely limited. We strongly suggest you arrive early and/or use carpooling, airport/hotel shuttle and/or ride services to avoid parking challenges.
- The nearest visitor parking spaces are the Walgreen Lot (NC27) and the Art & Architecture (NC43) lot.
  - North Campus Parking Map: [link]
  - Additional visitor parking areas are highlighted in red on the map and will have a designated number for the parking space. Payment of an hourly parking fee for the numbered parking space is required upon arrival during enforcement hours, which are posted at lot entrances. Parking spots without designated numbers within the lots represent permit parking. In these areas, display of the corresponding color-coded permit is required during enforcement hours.
  - Please allow at least 30 minutes to park, pay at the "Pay Here" station, and walk to the ECRC.
- * Parking spaces for persons with disabilities are available; please contact the ECRC in advance.
- The ECRC is not responsible for parking violation tickets and cannot provide assistance with resolving parking tickets.

Check-In

- Recruiters may check in at the ECRC beginning as early as 8:30 AM ET.
  - The ECRC office is located at 230 Chrysler Center, 2121 Bonisteel Blvd, Ann Arbor, MI 48109
  - Directions to our office: [link]
- A staff member will escort you to your booth with any packages shipped to our office, if applicable.

Lunch

- A meal ticket to the Fireside Café will be provided to each member of your recruiting team (limit of 4)
  - Full lunch service is available at the Fireside Café from 11:00 AM – 2:00 PM.