These events are open to College of Engineering students and LSA declared Computer Science and Data Science students (please note that some events may have additional participation restrictions). Please review the following action items, preparation tips for the event, and instructions for engaging with recruiters during the events.

<table>
<thead>
<tr>
<th>Event</th>
<th>Format</th>
<th>Date</th>
<th>Sign Up Opens</th>
<th>Sign Up Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Engineering Career Fair hosted by SWE/TBP - Day 1</td>
<td>In-Person</td>
<td>9/12</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fall Engineering Career Fair hosted by SWE/TBP - Day 2</td>
<td>In-Person</td>
<td>9/13</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Biomedical Engineering Career Fair</td>
<td>In-Person</td>
<td>9/14</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Industrial &amp; Operations Engineering Career Fair</td>
<td>In-Person</td>
<td>9/14</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Industrial &amp; Operations Engineering Career Fair</td>
<td>Virtual</td>
<td>9/16</td>
<td>9/14, 7pm</td>
<td>9/16, 1:45pm</td>
</tr>
<tr>
<td>Materials Engineering Career Fair</td>
<td>In-Person</td>
<td>9/19</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Materials Engineering Career Fair</td>
<td>Virtual</td>
<td>9/20</td>
<td>9/16, 12pm</td>
<td>9/20, 3:45pm</td>
</tr>
<tr>
<td>Virtual Engineering Career Fair, hosted by ECRC</td>
<td>Virtual</td>
<td>9/23</td>
<td>9/21, 7pm</td>
<td>9/23, 2:45pm</td>
</tr>
<tr>
<td>Nuclear Engineering &amp; Radiological Sciences Career Fair</td>
<td>In-Person</td>
<td>9/23</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Electrical &amp; Computer Engineering Career Fair</td>
<td>In-Person</td>
<td>9/27</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Electrical &amp; Computer Engineering Career Fair</td>
<td>Virtual</td>
<td>9/28</td>
<td>9/26, 7pm</td>
<td>9/28, 3:45pm</td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering Career Fair</td>
<td>In-Person</td>
<td>10/4</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ECRC Company Day</td>
<td>Virtual</td>
<td>10/7</td>
<td>10/5, 7pm</td>
<td>10/7, 2:45pm</td>
</tr>
<tr>
<td>ECRC Company Day</td>
<td>In-Person</td>
<td>10/12</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ECRC Company Day</td>
<td>Virtual</td>
<td>10/21</td>
<td>10/19, 7pm</td>
<td>10/21, 2:45pm</td>
</tr>
<tr>
<td>ECRC Company Day</td>
<td>In-Person</td>
<td>10/27</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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)
Overview

● In-Person v. Virtual Fairs
  ○ This fall, 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 for specific location
    ■ Do not require registration
    ■ Interactions with employers are first come first served on the day of the event
  ○ Virtual fairs
    ■ Will be held via Engineering Careers by 12twenty
    ■ Require advance registration / sign ups to interact with employers

● Viewing events in Engineering Careers, by 12twenty
  ○ To view the career events, log into Engineering Careers by 12twenty and click on “Events”
  ○ Use the “Event Type” filter options or search bar to find events
  ○ Once you find an event of interest, click on the event name to get additional information

● 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 Virtual Career Fairs/Company Days
  ○ Registration is only enabled for virtual fairs
    ■ There is no student registration/meeting sign up for in person fairs
    ■ When you register for a 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

● Event Eligibility
  ○ You will only see events that your degree/major are eligible to attend

● Preparing for Career Fairs
  ○ Attend a Career Fair Prep Workshop
  ○ Review 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 Career Fairs and Company Days

Virtual career fairs and company days require advance meeting sign ups with employers within Engineering Careers by 12twenty (see specific event for sign up start and end dates/times).

- Meetings Guidelines
  - Be a responsible CoE community member and do not monopolize time slots
  - You may only sign up for one meeting per company per event
  - **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 the start time of the event, you may be prohibited from utilizing Engineering Careers. If there are extenuating circumstances, please contact eng-careerfair@umich.edu immediately.

- Upload your Resume Prior to Registration Opening
  - Log into Engineering Careers by 12twenty and click on “Profile”
  - Under “Application Materials”, click “+Add New Resume”

- Registration/Sign Ups for Meetings with Employers
  - Log into Engineering Careers by 12twenty and navigate to the virtual fair of interest and click on the “Employers” Tab
  - Note: You will need to register for the fair first and then you can sign up for meetings
  - Register for the Fair
    - Once meeting sign ups open, you will see an option to click a blue “Register” button in the top right hand corner on the “Event Details” tab
      - Make sure the correct resume is selected. If not, you can upload a new resume.
      - Confirm your registration on the next screen
    - Click the blue “Go Back to Event Page” button at the bottom of the next page
    - **Reminder:** When you register for a virtual fair, all companies attending the fair will have access to your name, email, degree/major, graduation date, and resume
  - Schedule Meetings
    - To schedule a meeting, go the “Employer” tab, and click the blue “Select a Time Slot” button next to a company’s name
    - Review the available schedules and select a time by clicking “Select Time Slot”
      - Confirm your meeting sign up on the next screen
    - Note: You are limited to one meeting time slot per company. If you try to schedule more than one meeting with the same company, your first meeting will automatically be canceled.
  - Reschedule a Meeting with the Same Company
    - Click the three dots to the right of the meeting scheduled, and click “Edit”
    - You can select an alternative meeting time slot
      - Confirm your new meeting time slot on the next screen
    - Please note that your initial meeting will automatically be canceled
  - Cancel a Meeting
    - Click the three dots to the right of the meeting scheduled, and click “Cancel”
      - Confirm your meeting cancellation on the next screen
Preparing for Virtual Fairs
- 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.
- Set up/prepare your personal space for your meetings and have your professional attire ready to wear.
- Test your internet connection from the location you plan to be at during the fair.
  - Please review UM’s Video Conferencing Best Practices page for additional tips.
- Review your resume and be prepared to explain past experiences.
- Make sure you have a final copy of your resume uploaded to Engineering Careers.

On the Day of Virtual Fair
- If you have any questions the day of the fair, please email eng-careerfair@umich.edu.
- Log into Engineering Careers by 12twenty and navigate to the virtual fair:
  - Click on the Events Tab
  - Scroll to Event of Interest
  - Click ‘Employers Tab’ to see your scheduled meetings with specific employers
- To join the virtual rooms for your meetings, click on the virtual meeting link provided each scheduled meeting.
- Etiquette for Joining Rooms
  - Be punctual, but not more than 2 minutes early. You don’t want to arrive too early and interrupt their conversation with another student.
- If there are technical difficulties, recruiters are instructed to contact you via information provided on your resume, such as your phone number.
- 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.
  - Please note that some recruiters may not share their contact information.