Recruiter Guide
Company Day on October 27 - In Person
Thursday, October 27, 2022: 12 - 3 PM

The Engineering Career Resource Center is excited to bring you an in person Company Day for the 2022 fall semester! Thank you for your continued support for the Engineering Career Resource Center and the College of Engineering at the University of Michigan.

Please review the following items, preparation tips, and instructions for the in-person fair on Thursday, October 27.

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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)*
What to Bring/Company Branding

Each company will have one 6 ft. table and two chairs available for this event. Please note, access to power is not guaranteed. To help with your branding, we recommend bringing the following materials with you: Company Tablecloth, Tableside displays, Swag.

Health & Safety Protocols

- On the day of the event, each recruiter attending must complete the University of Michigan’s ResponsiBLUE COVID-19 health screening.
- Enhanced cleaning procedures are in place, including increased hand sanitizing stations throughout facilities.

Job Postings

- Post your engineering related positions in the College of Engineerings recruiting system, Engineering Careers, by 12twenty.
- You may use this system to connect with engineering, computer science and data science students/alumni for your full-time, cooperative education, internship, or part-time engineering related positions.

Company Presentations

Within the College of Engineering, technical talks and information sessions are hosted by our engineering student organizations. Student organizations can also be a valuable resource for advertising job opportunities and developing your campus brand. A list of student organizations that have expressed interest in partnering with industry to arrange on-campus events is available at https://career.engin.umich.edu/studentorganizations/.

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 Company Day on October 27 – In Person, Rightaway Delivery/Dropoff, Inc. will receive, store, deliver packages to campus and return ship your packages. Rightaway Delivery/Dropoff, Inc. works with all delivery service companies and you may contact Rightaway Delivery/Dropoff, Inc. directly at (877) 723-2996.

Pre-Company Day Instructions:
Rightaway Delivery/Dropoff, Inc. will receive and store packages for the Company Day on October 27 – In Person at their location. Packages will be delivered directly to your table the morning of the event.

Please note:
- All packages must be clearly marked with your Company Name (matching your registration) & “ECRC Company Day”.
- Packages should arrive to the Rightaway Delivery/Dropoff, Inc. facility 3-12 days before the event. If packages arrive less 3 days before the event, we cannot guarantee delivery by the start of the event.
- Please include return shipping labels and package return instructions for your attending recruiters.

Rightaway Delivery/Dropoff, Inc.
Attn: ECRC Company Day - Your Company Name (matching your registration)
29120 Airport Drive
Romulus, MI 48174

Post-Company Day Instructions:
Rightaway Delivery/Dropoff, Inc. will pick up your package at the end of the fair in the Recruiter Lounge and ship it using your UPS, FedEx or other delivery service account. Please note there are no costs for utilizing Rightaway Delivery/Dropoff, Inc. service, however 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 Employer Lounge no later than 3:30pm
- 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/Dropoff, Inc. after the event 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.
Curbside, Parking, 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.

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 10:00 am until 12:00 pm 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.

Visitor Parking
- Visitor parking areas are highlighted in red on the map on the next page and will have a designated number for the parking space.
- 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.
- Payment of an hourly parking fee for the numbered parking space is required upon arrival during enforcement hours, which are posted at lot entrances. Fees may be paid by coin or credit card (Visa, Mastercard, American Express, or Discover).
- Failure to follow University parking policies can result in citations. The ECRC is not responsible for any parking citations, and we cannot provide assistance with resolving tickets.
- Parking spaces for persons with disabilities are available, please contact the ECRC at least one week in advance for details.

Directions from parking lots to the ECRC

Parking Option 1 (Walgreen Lot): NC27 Parking Lot
Directions from the Walgreen Parking Lot to the ECRC: To reach our office in the Chrysler Center, walk through the Walgreen Drama Center and exit through the main doors on the south side of the building. Enter through the west side doors of Pierpont Commons and continue walking straight ahead through the first set of double doors. Once you pass through the first set of double doors, turn right when you reach the second hallway on the right and continue through another set of double doors. Continue straight ahead to reach the ECRC.

Parking Option 2 (Art & Architecture Lot): NC43 Parking Lot
Directions from the Art & Architecture Parking Lot to the ECRC: To reach our office in the Chrysler Center, walk north through the Art & Architecture building. Stay on the first level of the building, continue straight along the main corridor and exit at the opposite end of the building. You will exit onto Bonisteel Boulevard. Cross Bonisteel Boulevard and enter the Chrysler Center (Chrysler Center is connected to the east end of Pierpont Commons, and Pierpont Commons is located on the corner of Bonisteel and Murfin directly across from Art & Architecture). Once in the building take one short flight upstairs. The ECRC is in Suite 230.

Employer Check-In
Employer representatives should report to the ECRC Office, in 230 Chrysler Center, to check in. Employer check-in begins at 10:00 am and ends at 12:00 pm.
North Campus Visitor Parking Map

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

ECRC is not responsible for parking violation tickets and cannot provide assistance with resolving parking tickets.
Day of the Event

**LUNCH OPTION:**
The ECRC will provide each recruiter participating in the event a voucher to be used for a free meal (up to $15) at The Fireside Café. The Fireside Café is open for lunch from 11:00 am - 2:00 pm.

**SHIPPING:**
The Company Day is scheduled from 12:00 pm – 3:00 pm. *Rightaway Delivery/Dropoff, Inc.* will pick up your package at the end of the fair in the Employer 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 Employer Lounge no later than 3:30 pm. Packages collected by *Rightaway Delivery/Dropoff, Inc.* after the event will be shipped the following business day. Please see the Shipping Information on page 3 for more details.

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

**HAVE A QUESTION?**
Please visit the ECRC Office in 230 Chrysler Center or email eng-careerfair@umich.edu.

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