

Student Guide to ECRC Winter Career Events in Engineering Careers, by 12twenty

*Check back for updates; last updated 12/5/23

These events are open to Michigan Engineering students and LSA declared Computer Science and Data Science students and recent alumni (1 year post graduation). Please review the following action items, preparation tips for the event, and instructions for engaging with recruiters during the events.

Event	Format	Date	Time
Corporate Partner Career Day	In Person	1/17	12p - 3p
Corporate Partner Career Day	In Person	1/18	12p - 3p
Biomedical Engineering Virtual Career Pathways BME Majors Only: Sign up opens 1/17 at 7pm	Virtual	1/19	10a - 3p
Winter Engineering Career Fair Coat Check Available - See more information here	In Person	1/23	10a - 3p
Winter Engineering Career Fair Coat Check Available - See more information here	In Person	1/24	10a - 3p
Company Day – Automotive Industry	In Person	1/31	12p - 3p
Virtual Engineering Career Fair Engineering and declared LSA CS + DS student sign up opens 1/31 at 7pm Non-Engineering/CS/DS student sign up opens 2/1 at 12pm	Virtual	2/2	12p - 3p
National Laboratories and Research Institutions Panel Presentation	In Person	2/8	12p - 1p
National Laboratories and Research Institutions Career Day	In Person	2/8	1p - 3p
Company Day	In Person	2/13	12p - 3p
Company Day	In Person	2/20	12p - 3p
Company Day	In Person	3/7	12p - 3p
Company Day	In Person	3/13	12p - 3p
Startup Career Fair hosted by MPowered	In Person	3/15	10a - 3p

Please let us know how we can ensure that our events are inclusive to you. If you require an accommodation for a disability, please [fill out this form](#) to let us know what accommodations or access needs we can help facilitate. Complete the form at least one week prior to the event.

Diversity Statement for Employers

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>

Overview

● In-Person v. Virtual Fairs

- This winter, 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 Career Events

- Registration is only required for the Virtual Engineering Career Fair
 - If you register for the 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 for virtual events

● 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 [Career Fair Prep Resources](#)
- Complete 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 Engineering Career Fair

The Virtual Engineering Career Fair will be held on Friday 2/2 from 12pm-3pm ET. This fair requires advance meeting sign ups with employers within [Engineering Careers by 12twenty](#).

● Sign Up Window

- For all CoE and declared LSA Computer Science & Data Science majors (including recent alumni):
 - Sign ups open on Wednesday 1/31 at 7pm ET
 - Sign ups close on Friday 2/2 at 12pm ET
- Non-CoE students, including students who are undeclared LSA Computer Science and Data Science majors, are eligible to sign up for meetings with employers for the Virtual Engineering Career Fair starting Thursday 2/1 at 12pm.
 - If interested, please fill out [this form](#) by Wednesday 1/31 at 11:59pm.

● 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 ecrc-info@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 Engineering Career Fair* 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 on 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
 - Scheduled Meetings
 - To join the virtual rooms for the meeting you prescheduled, click on the virtual meeting link provided for each scheduled meeting.
 - Drop In Meetings
 - Some companies have elected to add a drop in room, in addition to scheduled meetings. If you are interested in meeting with a company that you were not able to pre schedule a meeting with, click on the company name and you can join the virtual meeting link (Zoom, WebEx, etc) that is above all of the schedules (not attached to a schedule) during the fair. Please note that most drop in rooms will be in a group setting, but some companies may enable a waitlist and connect with students one-by-one.
 - 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.
 - Technical Difficulties?
 - If there are technical difficulties, recruiters are instructed to contact you via information provided on your resume, such as your phone number.
 - Following Up with Companies
 - 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.