

## DETAILS FOR EMPLOYERS

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**Staffing** – due to space constraints, we recommend having only up to two people at your table at a time. Please feel free to rotate additional staff members throughout the time of the fair.

**Parking** – please be advised that there is no longer drive-through access at the campus. You may **park in any of the parking lots** via the north and south entrance. There is a loading/unloading area in the circle driveway in the north parking lot with a walkway that leads to the Mourant Building where the cafeteria is located on the upper level ([see UAS map](#)). You may want to pack your items in a wheel bag for easier transport. Parking passes are not needed for any of our parking areas.

**Registration Fee** – if you still need to pay your registration fee, please see the [Directions to Business Office map](#) that will direct you to where you can pay your registration fee once you are on campus. Your registration fee pays for table space, electricity, internet access (UAS Guest), snacks and beverages, and a chance to meet some amazing college students!

**Tables** – we have 30 six-foot tables so please bring table coverings that will fit this size of table.

**Set-up** – please arrive by 10:00 am the morning of the job fair to set up your table. If you have requested an electrical outlet, please bring an extension cord or power strip. Please see the [Mourant Cafeteria Layout](#) for the general location of the Job Fair.

**Displays** – please bring tablecloths, signage, and any display items for your table. Employers in the past have also brought swag and individually wrapped candy for their tables.

**Food** – coffee and snacks will be available at no cost for employers. If you would like to order food from our cafeteria, the menu is displayed inside the Lakeside Grill. Also available is Spikes Café, located in the upper level of Egan, which offers a wide array of mixed and blended caffeinated and non-caffeinated beverages, snacks, baked goods, and bottled drinks.

**Interviews** - if you would like to interview students on campus after the job fair, Career Services would be happy to arrange for a room for you to meet with the student(s). *Also, please review the [Recruiting Policies and Procedures for Employers](#).*

**Feedback** – suggestions and feedback for this year's job fair are welcome and appreciated. A follow up survey will be sent via email through Handshake for you to complete after the job fair.