

# Fall Engineering Career Fair, hosted by SWE/TBP Recruiter Guide

**Tuesday, September 13, 2022: 10 AM-5 PM**

We are excited to bring you an in person career fair for the 2022-2023 school year. Thank you for your continued support for the Society of Women Engineers, Tau Beta Pi, 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 Tuesday, September 13th.

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Contact [careerfair@umich.edu](mailto:careerfair@umich.edu) with any questions. Please let us know how we can ensure that our events are inclusive to you. Email [careerfair@umich.edu](mailto: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>*

# Health & Safety Protocols

- 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.

## Job Postings

- Post your engineering related positions in the College of Engineering's 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 Fall Engineering Career Fair, *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-Career Fair Instructions:**

*Rightaway Delivery/Dropoff, Inc.* will receive and store packages for the Fall Engineering Career Fair, hosted by SWE/TBP at their location. Packages will be delivered directly to your career fair table the morning of the event.

### **Please note:**

- All packages must be clearly marked with your Company Name (matching your Career Fair Registration) & "SWE/TBP Career Fair"
- Packages should arrive to the Rightaway Delivery/Dropoff, Inc. facility 3-12 days before the event. If packages arrive less 3 days before the fair, we cannot guarantee delivery by the start of the fair
- Please include return shipping labels and package return instructions for your attending recruiters

*Rightaway Delivery/Dropoff, Inc.*

**Attn: SWE/TBP Career Fair - Your Company Name (matching your Career Fair Registration)**

29120 Airport Drive

Romulus, MI 48174

## **Post-Career Fair Instructions:**

*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**. Please note that the cost of utilizing Rightaway Delivery/Dropoff, Inc. service was included in your career fair registration fee. 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 in your assigned building no later than 5:45pm**
- 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 fair 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.**

# Parking, Shuttle, Curbside, 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. Parking is available to companies in parking structure NC100.

**You must arrive at the NC100 parking structure between 7:45 am and 10:00 am to receive a parking pass from a parking attendant. If you arrive outside of these hours, please see “Other Parking Options” below.**

## **Shuttle Service**

Once parked, proceed to the Shuttle Pick up sign near the entrance to the parking structure. Shuttle service will run continuously between parking structure NC100 and Pierpont Commons from **7:45 am to 10:00 am and then again from 5:00 to 6:15pm**. If you need shuttle service between 10:00 am and 5:00 pm, please speak to a staff member in the Recruiter Lounge or call 734-647-7160. **If you will be on campus after the shuttles stop at 6:15pm, we recommend moving your car closer to your event before the shuttles end for the night.**

## **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 8:00 am until 10:00 am and again from 5:00 pm to 6:15 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.**

## **Employer Check-In**

Employer representatives should report to the check-in table and pick up any packages dropped off at Curbside. Check-in will be located in the Duderstadt Portico down the hall from Pierpont Commons. See the map on page 6 for the exact location. Employer check-in begins at 8:00 am and ends at 10:00 am.

## **Other Parking Options**

Other options for parking include any of the U-M visitor parking lots with meters colored in red on the map located on the last page of this document. *You will be responsible for payment of an hourly parking fee.* Check the lot entrance for payment information. Additional U-M visitor parking locations found at [ltp.umich.edu/maps](http://ltp.umich.edu/maps). *Please note shuttle service is not available at these lots.*

**SWE/TBP is not responsible for parking violation tickets and cannot provide assistance with resolving parking tickets.**

# Directions to Employer Parking & Curbside Service

## **Directions to North Campus from US 23**

From US 23, take Exit 41-Plymouth Road. Northbound travelers turn left onto Plymouth Road. Southbound travelers turn right onto Plymouth Road. Continue with your choice below:

### **Directions directly to Employer Parking Structure NC100 (no packages to drop off)**

Follow Plymouth Road West to Huron Parkway. Turn left on Huron Parkway and make an almost immediate right at the 1<sup>st</sup> drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

### **Directions to Curbside Package Service**

Follow Plymouth Road West to Murfin Avenue. Turn left on Murfin. Go straight at the first stop sign and down the hill. The Pierpont Commons circle drive will be on your left (at approximately 1290 Murfin Ave, Ann Arbor).

Once you have dropped your packages off, please exit the circle drive and turn right on Murfin. Follow Murfin back to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1<sup>st</sup> drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

## **Directions to North Campus from Downtown Ann Arbor/Central Campus**

From downtown Ann Arbor and Central Campus, head north on State Street, turn right on Fuller. Turn left onto Glen Avenue which turns back into Fuller. Turn left on Bonisteel Boulevard, then left on Murfin.

### **Directions directly to Employer Parking Structure NC100 (no packages to drop off)**

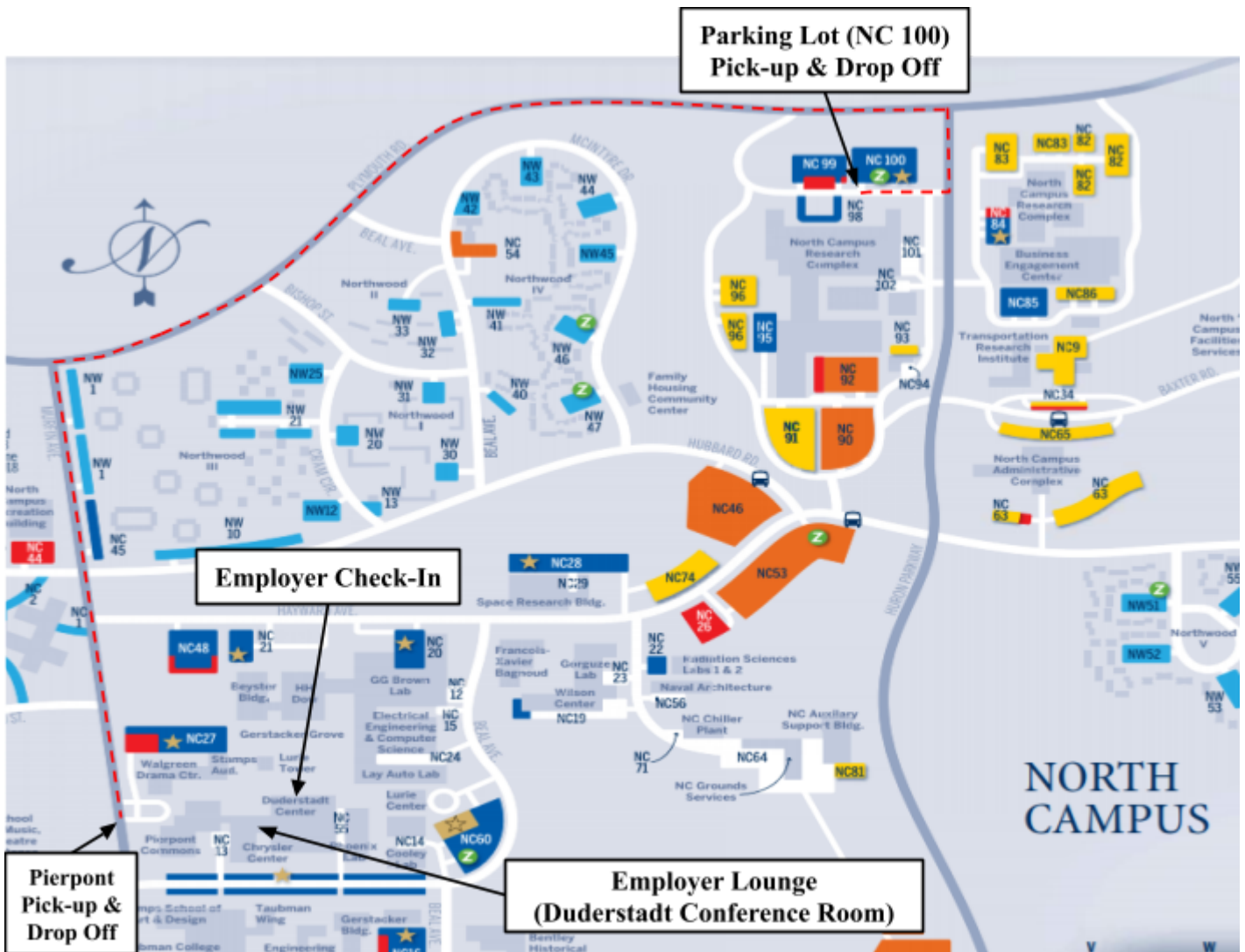
Follow Murfin to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1<sup>st</sup> drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

### **Directions to Curbside Package Service**

Immediately after you turn on Murfin; the Pierpont Commons circle drive will be on your right (at approximately 1290 Murfin Ave, Ann Arbor). Once you have dropped your packages off, please exit the circle drive and turn right on Murfin. Follow Murfin back to Plymouth Road and turn right onto Plymouth Road. Follow Plymouth Road to Huron Parkway. Turn right on Huron Parkway and make an almost immediate right at the 1<sup>st</sup> drive into U-M NCRC property (at approximately 2800 Plymouth Road, Ann Arbor) and turn into the parking structure on the right. A parking attendant is available from 7:00 am to 11:00 am and will provide you with a parking pass to hang on your mirror. Once parked, proceed to the Shuttle Pick Up sign near the entrance to the parking structure.

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# Employer Parking Map



Additional Maps can be found at <https://tp.umich.edu/maps/>

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<http://www.umcareerfair.org> | [careerfair@umich.edu](mailto:careerfair@umich.edu)

# Day of the Fair

## **EMPLOYER LOUNGE:**

The Employer Lounge is open 8:00 am-5:00 pm in the Duderstadt Conference Room. Please see the career fair map for exact locations. Continental Breakfast will be served from 8:00 am-10 am. Lunch will be served from 11:30 am-2:00 pm only, and beverages will be served continuously.

## **SHIPPING:**

The career fair is scheduled from 10:00 am-5:00 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 5:45 pm. Packages collected by *Rightaway Delivery/Dropoff, Inc.* after the fair will be shipped the following business day. Please see the Shipping Information on page 3 for more details.

## **SHUTTLE TO PARKING LOT:**

If you need shuttle assistance during the fair, please visit the Employer Lounge. The shuttle from Pierpont back to the career fair parking lot will run continuously from 5:00 pm-6:15 pm. If you will be on campus after the shuttle stops at 6:15 pm we recommend moving your car closer to the event before the shuttles end for the night.

## **RECEPTIONS:**

Undergraduate receptions will be held from 6-8pm on the night before each day (Sep 11 & 12). They will take place in the Electrical Engineering and Computer Science Building Atrium. We do not assist with parking for these as the receptions occur after hours. Please see [visitor parking](#) for options.

## **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 Employer Lounge or email [careerfair@umich.edu](mailto:careerfair@umich.edu).

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