**Collegiate Job Fair Agenda for Employers**

**Day 1**

Curbside Drop-off Service

* 10:00 a.m. – 1:00 p.m.
* Job fair staff will assist with unloading display materials and direct you to parking facilities.

Booth Setup

* 10:00 a.m. – 1:30 p.m.
* Employers will have access to booths and materials. Job fair staff will be on hand to assist.

Employer Registration/Check-in

* 10:00 a.m. – 2:00 p.m.
* Company representatives and recruiters will register in the convention center lobby.

Employer Refreshments

* 12:00 p.m. – 5:00 p.m.
* Lunch will be provided from 12:00 p.m. to 2:00 p.m. Afternoon snacks and beverages will also be available.

Job Fair Begins

* 2:00 p.m. – 6:00 p.m.
* Employers and students from area colleges and universities will meet informally at booths to discuss full-time positions and internships.

Employer Presentations

* 4:00 p.m. – 5:00 p.m.
* If desired, representatives of various companies and organizations can make short presentations to interested job seekers in a central area of the job fair’s floor. If you are interested, please schedule a time with your job fair contact.

Survey

* Complete at your convenience.
* Your feedback is valuable as we plan future job fairs. Please take a few minutes to complete the survey provided in your folder. Return it to the registration table or any job fair employee.