Dear Employers,

The College of Natural Sciences Career Services Office at The University of Texas at Austin invites you to attend our **Fall 2018 Technology & Science Career Fair** on **Thursday, September 20th**, from 1:00 p.m. to 5:00 p.m. at the Frank Erwin Center.

Quick facts about the Technology & Science Career Fair:

- Expected student attendance: 2,000+
- Top majors in attendance: Computer Science, Physics, Mathematics, Actuarial Science, Electrical Engineering
- Expected employers: 200+

**CAREER FAIR REGISTRATION**

**BECOME A CAREER FAIR SPONSOR**

**ON-CAMPUS INTERVIEWS**

**HOW TO CONNECT TO STUDENTS**

**REPORT YOUR UT HIRES**

**NEED HELP?**

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**CAREER FAIR REGISTRATION**

Register for the fair by using your Handshake account!

**Costs & Fees**

- **GRAND ARENA FLOOR BOOTH**
  - $750 per booth | $375 per booth after discount for non-profit employers
  - Limited number of booths available

- **2nd and 3rd FLOOR BOOTH:**
  - $700 per booth | $325 per booth after discount for non-profit employers

- $25 for each recruiter over 4 *(cannot exceed 7 recruiters at one booth)*

- At no cost, you can select to be located in one of the specialized areas below:
  - Life Sciences (Bio/Life Science) or Actuarial Row

**What’s Included with Registration?**

- **Set-up:** 8’ deep x 10’ wide booth space with an 8’ table, 8’ back drape, 3’ side drapes
  - Special requests for booth needs should be submitted at least one week prior to the event
- **Food:** Light breakfast, catered lunch, coffee/tea, and afternoon snacks/refreshments
- **Parking:** validation for up to 2 cars per employer
- **Electric:** Is free but must be added to your registration

**REGISTRATION OPENS:** May 1, 2018  
**DEADLINE TO REGISTER:** September 14, 2018

Cancellation: A full refund will be given if canceled on or before September 14, 2018.
BECOME A CAREER FAIR SPONSOR

Make the most of your visit and become a sponsor of the CNS Tech & Science Career Fair. Being a sponsor helps to increase the visibility of your organization on campus and allows students to recognize your brand. There are limited sponsorship opportunities available, so act fast!

**Sponsorship fee:** $1,500  
**Sponsorship sign-up ends:** July 15, 2018.

What’s included?

- Guaranteed premium booth placement on the grand arena floor
- The cost of two on-campus interview rooms guaranteed if requested by July 15th
- Special booth drapery to stand apart from other employers
- Company logo or name on all marketing on UT’s campus, website, and the event t-shirt
- Plasma screen advertisement in advance of this event recognizing your organization as a career fair sponsor, which is viewable to all UT students
- Priority registration for Employer Preview Networking event held on the evening of September 18th

ON-CAMPUS INTERVIEWS

The College of Natural Sciences must outsource interview rooms. We try to find the best options available for our employers. Interview rooms are scheduled on a first-come, first-served basis; however, priority will be given to companies attending the career fair during peak recruiting season. The common spaces utilized are the TRIS Recruiting Suite, AT&T Conference Center and our Painter Hall, Career Services office suite.

**EMPLOYER OCI REQUEST FORM** – starting May 1st, 2018

After submitting your request …

- We will confirm space and follow-up with a confirmation e-mail with attached information on location, parking and other logistics.
- Please be patient. We know that interview schedules are very critical to your needs, recruiting talent and travel schedules. We will work as quickly as possible.

**Cost per room:** $100

On-campus interviews policies:

- No more than 2 rooms will be given the day after the career fair.
- No more than 5 rooms may be requested on any other day.
- 75% of your candidates must be from the College of Natural Sciences (*unless scheduled at TRIS. Placement at TRIS is subject to availability*)
- Cancellation/change policy: Employers will be required to give one week's notice via email of any change in room numbers or cancellations, otherwise the employer is responsible for the full cost of the reserved rooms.
HOW TO CONNECT TO STUDENTS

Connecting to our students is not accomplished with one single method. It requires a variety of efforts to help build your company’s brand and recognition across campus. We encourage you to review the options below and think strategically about what you are hoping to achieve! Career Services is here to help facilitate your connection with a friendly reminder that earlier planning is always better!

Employer Preview Night is changing! The Career Services office will host an Employer Preview Night on Tuesday, September 18th. This event will run similar to a networking event and will no longer include a formal presentation. Light refreshments will be served. This event is free to employers.

If you’re interested in participating please sign-up with the link below. Space is limited and will be assigned on a first-come, first-served basis. Employer Preview Networking Night Sign-Up

Employer Meetups: New this fall, we will help to coordinate employer meetups around campus. Meetups are a great way for you to get to know students in a less formal setting. Meetups can happen through scheduling office hours, or at a location around campus such as a coffee shop.

Social Media Takeover: A fun and innovative way to engage our students is by hosting a social media takeover for one day using Snapchat or Instagram. Your company creates a behind the scenes story and that story will be uploaded to our YouTube channel. See example takeovers here! Complete the form below to schedule a takeover for this summer or fall! Social Media Takeover Request Form

Virtual Info Sessions: College campuses are oversaturated with events for students. Consider hosting a virtual info session where students can tune in from wherever they’re at on campus to get to know your company and learn about the opportunities you offer. We will help promote the session and you can host from the comfort of your office.

So what about traditional info sessions? Due to attendance falling to single digits, we do not encourage traditional info sessions and talks. We do not feel they are the most effective way to connect with our students. Think about it - students sit in class all day! They aren’t interested in hearing more presentations in the evening.

Connect on Handshake: With Handshake, employers have the ability to search for any student who has made their profile public. Using this feature, you can invite students to your events or highlight a job to them! You can search based on their resume, skills and areas of interest. A personal email from a company is a great way to increase visibility with students. For more help, visit the Handshake Help Center for Employers.

REPORT-YOUR-HIRES!

In an effort to help understand where our students are placed, please feel free to share with us any data or information you have about your UT Austin CNS hires. You can complete this survey or simply upload pre-existing data you’ve already collected. The survey does not ask for individual names, but rather an overview of your hires. We appreciate your help!

Tells us about the great candidates you found!

NEED HELP?

Check out the employer tab on our website for more information. If you have any questions, concerns or you want to start planning, feel free to email us at CNSrecruit@austin.utexas.edu. Thank you for your continued interest and support of our students. We hope to see you in the Fall!

Laura Jones
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https://cns.utexas.edu/career-services/employers