Deciding which Fair(s) to Attend

We recognize that companies recruit for a variety of talent... and we welcome you to that at NDSU by attending as many of the fairs as you would like!

On Campus Part-Time Virtual Jobs Fair
Wednesday, September 2nd from 9 AM - 3 PM

NDSU departments and/or colleges looking to connect with students to discuss part-time employment opportunities on campus.

Off Campus Part-Time Virtual Jobs Fair
Thursday, September 3rd from 9 AM - 3 PM

External employers who are looking to connect with students to discuss part-time employment opportunities off campus.

Please note that while these fairs may emphasize specific areas of interest, they are open to all majors, and to all undergraduate and graduate students as well as NDSU alumni.
Health and Life Sciences Jobs Fair
Thursday, September 10th from 9 AM - 5 PM
Are you looking for a student who is fascinated by science and medicine? Someone who likes solving problems and investigating the unknown? Students studying biological science, dietetics, nursing, pharmacy, radiological sciences, microbiology, etc.? This fair provides an excellent opportunity to connect employers with students to discuss or interview for internship and career opportunities in the health and life sciences areas.

Business Studies Jobs Fair
Thursday, September 17th from 9 AM - 5 PM
Are you looking to hire students who enjoy communicating or leading others to complete projects? Someone who likes analyzing, marketing and persuading? Students studying accounting, agribusiness, global business, management information systems, marketing, sales, management communication, etc.? Do you normally recruit students at our Meet the Firms event or our Sales and Marketing Hiring Fair event? This fair provides an excellent opportunity to connect employers with students to discuss or interview for internship and career opportunities in the area of business.

STEM - Agriculture Jobs Fair
Tuesday, September 22nd from 9 AM - 5 PM
Are you looking for a student who likes to understand the science behind plants, soil, food, and animals? Someone who is interested in developing innovative solutions in fields like agriculture, animal science, veterinary technology, crop and weed sciences, horticulture, etc.? This fair provides an excellent opportunity to connect employers with students to discuss or interview for internship and career opportunities in the agriculture, agribusiness, animal and veterinary sciences or natural resources.

STEM - Engineering Jobs Fair
Wednesday, September 23rd from 9 AM - 5 PM
Are you looking for a student who likes to understand how and why things work? Someone who is interested in developing innovative solutions in fields like construction management, electrical engineering, civil engineering, manufacturing, mechanical engineering, etc.? This fair provides an excellent opportunity to connect employers with students to discuss or interview for internship and career opportunities in the science, technology, engineering or mathematics areas.

STEM - IT and Computer Science Jobs Fair
Thursday, September 24th from 9 AM - 5 PM
Are you looking for a student who is passionate about computers, electronics, technology, or cyber stuff? Someone who is interested in developing innovative solutions in fields like computer engineering, computer science, software engineering, etc.? This fair provides an excellent opportunity to connect employers with students to discuss or interview for internship and career opportunities in the areas of mathematics, information technology or computer science.

Social Impact and Creative Careers Jobs Fair
Thursday, October 15th from 9 AM - 5 PM
Are you looking for a student who is excited by the idea of designing something new, being creative with music, art, and language? Someone who feels accomplished when they are able to teach someone a new skill or when they are able to help people? Students who have studied criminal justice, psychology, education, communications, architecture, apparel, retail merchandising, design, etc.? This fair provides an excellent opportunity to connect employers with students to discuss or interview for internship and career opportunities in the areas of non-profit, public policy, humanitarian fields, architecture, or design areas.
Registering for a Fair

1. Log into the employer CAREERLINK portal.

If you haven’t yet created a CAREERLINK employer account, here is a link to instructions on setting up a free account.

2. Select ‘+Register’ button under Attend a Career Fair.

3. Locate the job fair that you’d like to attend and open the event by clicking on the dark green text title.

4. Read through important event details, payment information, cancellation policy, etc. before registering for fair.

5. To begin the registration process for the fair, select the dark green ‘Register’ button in the upper right-hand corner.
6. Complete the Employer Registration form.
   - **Contact Information** – if you’d like the ability for students to reach out and contact you, be sure to select ‘Make xxx visible to students’ checkbox
   - **Registration Type**
     - Virtual Fair Employer Registration: The $400 registration fee includes:
       - Opportunity to connect with NDSU students and alumni in a COVID free environment
       - Event set up specifically for your company in CAREERLINK where students may schedule a time to meet with you
       - Schedules set up for (2) of your recruiters to meet with students during the event
       - Promotion of event to students on campus
       - Instructions provided to students on how to register to meet with you during the event
     - Virtual Fair Non-Profit Employer Registration: Please note that a copy of 501(c)(3) current documentation must be emailed to Briana Nupdal before registration will be approved at this discounted rate. The $250 discounted rate includes everything listed above in Virtual Fair Employer Registration.
   - **Additional Items**
     - Additional Schedules: Students will be required to schedule a time to meet with you during the fair. Two employer schedules are included in your registration fee. If you’d like additional schedules for recruiters to meet with students (i.e. have three recruiters available to meet with three different students at the same time), indicate how many additional schedules (on top of the two included) you’d like set up for your company.
     - Marketing Sponsorship Options: These are a great way to help promote to students that you are attending the fair! Help your company stand out by ensuring that your company name or logo is included in event marketing that goes out to faculty, students and alumni.
       - **Featured Event Sponsor!**
         - Limited to three companies per event
         - Company shout-out in the event related emails sent to all students (undergraduate and graduate) and registered alumni
         - Company shout-out on our 4 social media platforms (Facebook, Twitter, LinkedIn, and Instagram)
         - Company logo included on event website page… logo will also be hyperlinked to company’s website
       - **Event Sponsor!**
         - Limited to 9 companies per event
         - Company logo included on event website page… logo will also be hyperlinked to your company’s website
     - OCIs (On-Campus Interviews): Interested in hosting OCIs?! Great! We are offering the ability to hold virtual OCIs this fall. Included in the additional $100 fee is the opportunity to have up to four schedules created for virtual OCIs (i.e. have four recruiters available to meet with four different students at the same time). If you’d like to have more than 4 schedules, you may add additional schedules to your registration for $25 per additional schedule.
   - **Work Authorization Desired** – NDSU welcomes international students to attend career related events and fairs. Depending on their visa status, they could be eligible to obtain an internship, a co-op or a job
with your company. For specifics, we encourage you to visit the U.S. Citizenship and Immigration Services website.

- **Company Description** – students will see this description… so use it as an opportunity to market or brand your company! What does your company do? What's important to your company culture, what are you hiring for, etc.? It’s a great opportunity to share some of the information that you would normally share with students while visiting at your booth.
- **Company Website** – could be the homepage or your career page… any page that you want the students to easily be able to access!
- **Majors Hiring** – your company will show up under the major filters that students select based on the majors that you select here… **We’d highly suggest selecting many of the related majors**, so that you show up under all relevant majors for students to find you!
- **Position Types Hiring** – full-time, part-time, internships/Co-ops, seasonal/temporary
- **Information for 1st and/or 2nd Recruiter** – This is not a required field, as you may not know this information at the time of registration… **but this information is required before the start of the fair.**
  - **Recruiter Name** – Please type the name exactly as you’d like it entered in the fair. If you’d like their title included as well, please add it after their name in the same text box.
  - **Schedule Requests** – If you’d like any breaks during the 9 – 5 fair time or if a recruiter needs to start later than 9 or end before 5; please indicate any breaks or changes to the schedule that you’d like in this textbox, so that we can create the customized schedule for you.
  - **Meeting Platform URL** – please copy and paste your desired Zoom link, Go-To-Meeting link, Microsoft Teams link, Google Hangout Link, etc.

- If you have added additional schedules to your registration, I will follow up by email to gather the additional information

7. After completing the information in the registration form, click ‘Register’ at the bottom of the form to submit your registration for review.

8. Please allow up 24 to 48 business hours for Career and Advising Center staff to review and approve your event registration.

9. Upon approval of your event registration, you will receive an automatically generated email with the invoice attached. See ‘Paying your registration fee’ section for instructions on payment.

10. Upon receipt of payment, please allow 24 to 48 business hours for Career and Advising Center staff to create your company’s event where students will be able to schedule a time to meet with you during the fair.

>>> Paying your Registration Fee <<<

Upon approval of your event registration, you will receive an automatically generated email with the invoice attached.

Payments will only be accepted through our online payment system - by credit card, debit card or electronic check. **Mailed paper checks will NOT be accepted.**
Please click the Marketplace URL link on the invoice attached or in the email and follow the steps below to submit your payment through our online payment site.

1. Click on event title that you are submitting payment for
   ** Please note that the Part-Time Jobs Fair is separate from the rest of the virtual fall fairs **

2. Enter the amount due from the invoice that was emailed to you – If you have registered for multiple fairs (although, registrations for Part-Time Jobs Fair and all other virtual fairs need to be entered into the two separate stores and cannot be combined), please enter the total registration fee amount from all invoices. Click “Add to Cart”.
3. Please enter the following contact information: Name of Organization, Invoice # (if paying for multiple invoices, please list all invoice numbers separated by commas), Contact Name, and Contact Phone Number. Click “Continue” at the bottom of the screen.

4. You may next click on “Check-Out” - if you registered for both the part-time jobs fair and one or more of the additional virtual fairs, select “Continue Shopping” and may enter in the payment information for the second fair (following the steps 1-3 above)

5. Enter in your contact information (enter the email address that you’d like the confirmation / receipt sent to) and click “Continue”

6. On the Payment Method screen, **select whether you will be paying by credit card or by electronic check**, then complete the credit card / electronic check information and billing address information sections and select “Continue” at the bottom of the screen.
7. On the Review page – carefully review your submitted information along with the Return Policy Agreement before checking the box that you agree to the Return Policy Agreement and then clicking “Submit Order” at the bottom of the screen.

8. You will be directed to a receipt page as well as be emailed a receipt upon submission of your payment (to the email address that you entered into Marketplace during the payment process)

>>> Preparing for the Virtual Fair <<<

- Check out job and internship postings in CAREERLINK… Do you need to make any updates? Do you have any new positions to post? Be sure that these are updated and ready to go before students start looking for them!

- Update your employer profile in CAREERLINK… think of this as your virtual booth space! Keep an eye out for an email from Pat Breen about some updates to the employer profiles!

- Add the fair date(s) to your calendar and be sure to let Briana know of any breaks you’d like during the day (wouldn’t be a bad idea to be sure to schedule a lunch break for yourself… perhaps a short break every hour or hour and a half in case you need to get water or use the restroom)

- Test out the technology that you plan to use for the fair ahead of time… be sure that you have a microphone, camera, and speaker system that work well to hold virtual meetings with the students throughout the day of the fair

- Decide on a quiet meeting space that is free from distractions… or what a fun opportunity where (if possible), you are able to hold a short meeting with a student in the building that they may be working in one day! Is there a fun conference room (Bison themed perhaps), some company promotional items that you can place in the background, or a unique area of the company that you can show off during the fair?

- Test out your internet connection and be sure that you aren’t going to have any firewall issues during the fair.

- Ensure you have the settings for your meeting platform set up appropriately for the day of the fair. If possible, enable a waiting room where you have to admit students into your meeting room so that if a student logs into the meeting a couple minutes early, they don’t interrupt your current meeting.

- Are you good at sticking to your schedule so that you don’t run over into another student’s meeting time? Perhaps take a moment to see if you need to do any prep work ahead of time to ensure that you stay on schedule throughout the day.

- Periodically check your event that is set up in CAREERLINK as students are reserving times to meet with you… if your company’s schedule(s) are filling up quickly, perhaps you want to see about adding an additional recruiter so that you can see additional students during the fair.

- Check out the “Employer Resources and Information” page by clicking on the specific fair that you are attending on our event website.

- While you’re on our website, check out the “Student Resources and Information” page so that you are aware of tips and expectations that are shared with students before the fair.