2021 Spring Career Fair Series
February 4th | February 11th | February 18th | February 25th

In the world of ‘online fairs’, students are filtering by major or subject of interest to find companies, making a ‘specific named day’ redundant. Keeping this in mind, we will host fairs on each of the four Thursdays in February and they will be called just that – a career fair!

There will be no specific majors tied to the titles of the spring fairs. This also allows companies to recruit for multiple disciplines to promote ‘career everywhere’ and encourage students to think about majors + skills.

Employers are welcome to attend as many days of the Spring Career Fairs Series as they would like. The $300 or $200 registration fee applies to each day attended.

Similar to this previous fall – registration for both employers and students will be managed through CAREERLINK and the interaction during the fair will take place on meeting platform of employer’s choosing. We recommend using Zoom, if possible, as all NDSU students have a licensed Zoom account.

This year, we are offering both a full day and half day option for the online fairs. See the graphic below for the schedule, depending on which option you choose.

We are standardizing the event schedules – if companies attended our virtual fairs this previous fall, we are eliminating the Google Form portion of the process and each company’s schedules will be set up as shown below. Please plan accordingly and reach out to Briana Nupdal with any questions.

Time slots to meet with students will be 15 minutes long with a 5 minute break following to prepare for your next meeting.

<table>
<thead>
<tr>
<th>Time</th>
<th>All Day Event $ 300</th>
<th>Morning Only $ 200</th>
<th>Afternoon Only $ 200</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDNIGHT</td>
<td>STUDENT REGISTRATION CLOSES</td>
<td>STUDENT REGISTRATION CLOSES</td>
<td>STUDENT REGISTRATION CLOSES</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>ACCESS FINAL SCHEDULES &amp; PREPARE</td>
<td>ACCESS FINAL SCHEDULES &amp; PREPARE</td>
<td>ACCESS FINAL SCHEDULES &amp; PREPARE</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>FAIR BEGINS</td>
<td>FAIR BEGINS</td>
<td>XXX</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>MORNING BREAK</td>
<td>MORNING BREAK</td>
<td>XXX</td>
</tr>
<tr>
<td>NOON</td>
<td>LUNCH BREAK</td>
<td>FAIR ENDS</td>
<td>XXX</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>XXX</td>
<td>XXX</td>
<td>FAIR BEGINS</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>AFTERNOON BREAK</td>
<td>XXX</td>
<td>AFTERNOON BREAK</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>FAIR ENDS</td>
<td>XXX</td>
<td>FAIR ENDS</td>
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</tbody>
</table>
>>> 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.

2021 Spring Career Fair Series event titles:
- Online Spring Career Fair Series | February 4th 2021
- Online Spring Career Fair Series | February 11th 2021
- Online Spring Career Fair Series | February 18th 2021
- Online Spring Career Fairs Series | February 25th 2021

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**
     - All Day Registration - $300 9 AM to 4 PM, breaks at 10:30, noon and 2:30
     - Morning Only Registration - $200 9 AM to Noon, break at 10:30
     - Afternoon Only Registration - $200 1 PM to 4 PM, break at 2:30
   - **The 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
   - **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.
       - **Series Featured Sponsor!** - $1,500
         - Limited to 4 companies for the entire February Career Fair Series
         - Company mention in event-related emails sent to all students (12,000+ students), alumni in CAREERLINK (13,000+), and faculty
         - 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
- **Series Participating Sponsor! - $300**
  - Limited to 12 companies for the entire February Career Fair Series
  - 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 so that you can interview students for your internship and job postings?!? Great! We are offering the ability to hold virtual OCIs this spring. 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, reach out to Briana Nupdal.

- **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](https://www.uscis.gov) 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

- **Do you want both schedules included in your registration set up?**
  - **Yes** – If you want to meet with 2 different students at the same time, you will need to provide 2 different URL links. It will ask you for the names of your schedules – these could be recruiter’s name and titles, position titles that you are hiring for, etc.
  - **No** – If you only have one person manning the online platform, and only want to meet with one individual student at a time, please select this option.

- **Are you attending the full day?**
  - **Yes** – Meaning you have registered to attend all day (9-4). Selecting ‘Yes’ will then ask you for the length of lunch breaks you desire. Please note, that this is how we will set up all schedules requested depending on what you select.
  - **No** – If you have registered to attend one of our half day options.

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

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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.
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 Summer Jobs Fair in March 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. Click “Check-Out” next.

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)