ECS Spring 2014 ENGINEERING CAREER FAIR
February 18-19, 2014

*** Please read this document carefully and save for future reference.***

This career fair is open to University of Illinois at Urbana-Champaign students and alumni only. It is for all engineering and computer science grads, undergrads, and alumni seeking full-time positions, internships, or co-ops.

Registration is open beginning November 18, 2013 [https://i-link-illinois-csm.symplicity.com/](https://i-link-illinois-csm.symplicity.com/)
First-time users of I-Link will need to initially register your company in the system, and then register for the career fair, under Career Fair Tab.

The following information is included in this document:
- Important Dates and Deadlines
- Daily Career Fair Schedule
- Fees
- Refunds
- Reps Who Attend but did Not Register
- Amenities
- Shipping Materials to the Fair
- Return Shipping
- Advertising
- Hotels
- Travel Info to the Career Fair
- Parking
- Job Postings
- Interviews
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### Important Dates and Deadlines

**Career Fair Dates:** Tuesday & Wednesday, February 18-19, 2014

**Time:** 10:00am – 3:30pm

**Location:** Activities and Recreation Center-The ARC 201 E. Peabody, Urbana, IL

**Registration Opens:** Monday November 18, 2013 10:00am

**Registration Closes:** Friday, January 17, 2014 (or earlier if fair fills up)

**Payment Due Date:** Friday, January 17, 2014

*Registrations not paid in full by January 31st risk losing their reservation.*

**Cancellation Deadline for Refund:** Friday, January 17, 2014 5:00pm CST
**Daily Career Fair Schedule**

- 9:00am – 10:00am  
  Company Registration and Set-up
- 10:00am  
  Career Fair Opens
- 12:00pm – 2:00pm  
  Lunch (Fair remains open during lunch)
- 3:30pm  
  Career Fair Closes
- 3:30am – 4:00pm  
  Bring packages to lobby for FedEx and UPS pick-up

**Fees**

*Catalytic Innovation Program*  
Companies that are Corporate Partners of Engineering Career Services during the Spring 2014 Semester may qualify for a discount on their registration fee, depending on the level of partnership. For information on the Catalytic Innovation Program, go to [http://engineering.illinois.edu/corporations/ecs-catalytic-innovation-program](http://engineering.illinois.edu/corporations/ecs-catalytic-innovation-program) or contact Keely Ashman at kashman@illinois.edu 217-333-1960.

*Standard Registration:*

The cost of one table/booth at the career fair is $500 and includes 2 representatives. The cost for additional representatives, up to 2 more, is $50 each. **A maximum number of 4 representatives is allowed per table, please do not bring more than 4 reps the day of fair.**

If more than 4 representatives plan to attend, you **must** purchase 2 tables/booths so as not to overflow into the company booth space next to you. The cost for the second table/booth is $500 and includes 2 representatives. Additional representatives, up to 2 more, are $50 each. **Maximum attendance per company is 2 tables with 4 reps at each table.**

No substitution of individuals is allowed, i.e. if a total of 6 representatives attend during the course of the career fair, you will be charged for 6, and you must purchase 2 tables/booths.

Government and Non-Profit Organizations will be charged a discounted rate for tables and additional representatives at $250 per table (includes 2 reps) The cost of additional representatives, up to 2 more, is $25 each.

*Reps Who Attend but did Not Register*

Please **DO NOT** bring additional reps the day of the fair. If more representatives attend than the number for which your company has registered and paid, you will be invoiced $200 per additional representative after the fair. If you need to change your initial registration, please contact our office. Additional representatives may be added and paid for through January 17 but only 4 reps are allowed to attend per table/booth purchased.

*Refunds*

The deadline date for company cancellation or individual representative cancellation is Friday, January 17, 2014, at 5:00pm CST. Companies that cancel their attendance or reduce the number of representatives after this date will not receive a refund.

*Amenities*

At the career fair, you will be provided with a 6’ x 3’ table (no tablecloth or skirting) in an approximate 8’ space for each table/booth purchased, 2 chairs per table, access to electricity, wireless internet access, continental breakfast, hot buffet lunch, snacks, parking, and interview space the following day if requested and available.
Shipping Materials to the Fair
If you are shipping your packages and displays to the fair, they should arrive one week prior to the fair dates. No earlier than February 11th, 2014. Last minute shipping may cause delays in recruiters receiving their packages at the fair. Packages should be shipped to:

Activities and Recreation Center
c/o ECS Career Fair, Date
For: Company Name
201 E. Peabody
Urbana, IL 61801

Shipping Tip
• Your shipping label should clearly indicate your company name and the day you are attending.
• All inquiries regarding shipments should be made through your carrier. ECS is NOT responsible for your shipped items and cannot verify delivery.
• When shipping multiple pieces, number appropriately, i.e. “America Corp.,” 1 of 4, 2 of 4, etc.
• Do not ship to Engineering Career Services at the Digital Computer Lab. We do not have the space to receive your materials.

Please use your package tracking number to verify package delivery. Packages that are shipped will be at your table when you arrive. If you are bringing materials with you and would like assistance with unloading on the day of the fair, pull in front of The ARC between 9:00-10:00am, and student volunteers will help assist you.

Return Shipping
ECS will schedule a FedEx Air and a UPS pickup for the end of each day of the fair. All materials should be boxed up with labels properly completed and attached. ECS is not responsible for unlabeled or improperly labeled packages. Companies using carriers other than FedEx or UPS should make their own arrangements for return shipping.

Advertising
To advertise your career fair participation in the student newspaper, The Daily Illini, contact the Illini Media Company:

Illini Media Company
512 E. Green St.
Champaign, IL 61820
217-337-8300
www.illinimedia.com

Hotels
iHotel & Conference Center
1800 S. First Street, Champaign, IL
Reservations: www.stayatthei.com or 217/819-5000
Recruiters visiting campus for University events can request a discounted University rate. You must book at https://reservations.ihotelier.com/istay.cfm?hotelid=15044&rateplanid=539822 or call the iHotel Sales Office at (217) 819-5484 to request the discounted rate.
Amenities:
• Complimentary luxury transportation services to/from Willard Airport and campus buildings
• Located just south of campus in the Research Park
• AAA Four Diamond Quality Standards
• High speed internet access
• 24-hour Business Suite
• Onsite full-service restaurant and coffee bar

Illini Union Hotel
1401 W. Green Street, Urbana, IL
Reservations: 217/333-1241
Amenities:
• Single room
• Free parking
• Site of the career fair
• Located 2 blocks south of DCL and Engineering Career Services
• Access to food court and cafes
• Conference rooms available

Hampton Inn Hotel
1200 W. University Avenue, Urbana, IL
Reservations: 217/337-1100
Amenities:
• Double room
• Located 5 blocks north of the Illini Union, site of the career fair
• High speed wireless internet access throughout hotel
• Indoor pool, exercise room, and spa
• Free parking
• Complimentary hot breakfast
• Adjacent to Perkins Restaurant

Other hotels in the Champaign-Urbana area:
Best Western
Country Inn and Suites by Carlson
Courtyard by Marriott
Hawthorn Suites by Hyatt
Hilton Garden Inn
Holiday Inn
Homewood Suites by Hilton

*Please note that Engineering Career Services does not endorse specific hotels. For more information on local accommodations, please visit the Champaign County Convention and Visitors Bureau at [http://www.visitchampaigncounty.org](http://www.visitchampaigncounty.org).

Travel Info to the Career Fair

Driving Directions to The ARC:
From I-57; I-74 east
• Take the Neil Street exit (#182) from I-74
• Travel south on Neil Street to Kirby Avenue and turn left (east)
• Drive 2 blocks to 1st Street and turn left (north)
• Drive one block to Peabody Drive and turn right (east)
• The ARC is on south side of the street
Driving Directions to parking:
From I-57; I-74 east
- Take the Neil Street exit (#182) from I-74
- Travel south on Neil Street to Kirby Avenue and turn left (east)
- Drive 2 blocks to 1st Street and turn right (south)
- Take second right into parking lot E14.
- Shuttle will be running from 8:30am-10:30am for recruiters to The ARC

Airports:
The University of Illinois is serviced by the University of Illinois Willard Airport. For flight information, visit their website: [www.flycmi.com](http://www.flycmi.com). The airport is located approximately 5 miles southwest of the university campus. An airport shuttle to and from campus is available. Other major airports within a 160-mile radius of Champaign-Urbana include Chicago O'Hare (ORD), Chicago Midway (MDW), Bloomington, IL (BMI), and Indianapolis (IND).

Train Station:
An Amtrak station is located at 45 East University Avenue, Champaign. See [www.amtrak.com](http://www.amtrak.com) for information. MTD bus service is available from the station to the front of the Illini Union. For bus schedules, visit their website: [www.cumtd.com](http://www.cumtd.com).

Parking- Day of Fair
Complimentary parking for the career fair is provided for all recruiters in lot E14 in the SOUTHEAST corner of the parking lot just south of The ARC and just west of the State Farm Assembly Hall. *You do not need a parking pass for the fair. However, you must park in the designated lot – E14. Engineering Career Services will NOT be responsible for any tickets or tows received for parking in an incorrect parking lot.* See the campus map at [http://www.parking.illinois.edu/docs/default-source/parking-maps/parking-map-pdf.pdf?sfvrsn=0](http://www.parking.illinois.edu/docs/default-source/parking-maps/parking-map-pdf.pdf?sfvrsn=0)

Parking- Day of Interview
Two weeks prior to the Career Fair, you will receive your Interview location. If your interviews are to be conducted at Illini Union, Grainger Library or Digital Computer Lab, the parking will be Orange bagged meters on Mathews and Springfield Avenue. If your Interview location is assigned to Alice Campbell Alumni Center, you will be instructed to park at the orange-bagged meters on Oregon St. just south of the Alice Campbell Center. Please see the front desk for your parking permit to place in the dashboard of your vehicle.*If you park in the lot connected to the Center, you will receive a ticket or be towed.*

Job Postings
Companies are encouraged to post jobs directly through the Career Fair section in Symplicity. These jobs may be posted during initial registration or added later. Students may submit resumes for these positions prior to the fair, and companies may contact these students prior to the fair to invite them to stop by your booth or to pre-schedule interviews.

Typically, about 1500-2000 students attend each day of the career fair. Some of these students will indicate in Symplicity that they plan to attend, and you may view a list of these students under the “Students” tab within the career fair section. A hand icon by a student’s name indicates the student’s interest in your specific company. From this site, you may generate a resume book or send an e-mail to the students.

Career Fair Tools
The site will allow you to interact with students before the fair, including seeing the resumes of students who select you as one of their top companies. You’ll note, there are “Premium” spots available as well as a limited number of “VIP” logo spots. You can purchase these larger spots to increase your visibility to students, and these spots also let you link to your company’s specific career page. Gold and Platinum Corporate Partners will automatically be upgraded to a "Premium" spot. Other companies can purchase a "Premium" spot for $50. Companies also have the option of upgrading to a "VIP" spot for $150.

**RECPASS**
https://recsolu.com/
**RECSOLU** is the leading recruiting software, mobile app, services, and consulting company based in downtown Chicago clients include more than 130 major corporations and government organizations which utilize their technology and services to manage recruiting processes to source and recruit nearly 25,000 new hires annually.

**Interviews**

*For Day After Career Fair:*
During online registration for the career fair, companies may request up to three (3) interview rooms for the day after they attend the career fair. Interview Room assignments will be e-mailed to the career fair contact about a month prior to the fair. No interview schedules will be posted on I-Link for these interviews. Schedules should be set up by the recruiter, either by contacting students before the fair, the evening after the fair, or by setting an interview time while talking with the students at the fair.

Interviews on February 19 and 20 may begin no earlier than 8:30am and should end no later than 5:00pm. No evening interview rooms are available.

Corporate Partners of the ECS Office will be assigned the first priority interview space in the ECS Interview Suite. Other space will be assigned according to the company registration and payment dates. Earlier registrations and payments will receive priority.

**Contact Us**
Keely Ashman 217-333-6454
Lauren Stites 217-265-0643
Engineering Career Services 217-333-1960 or ecs-fair@illinois.edu

**OTHER SPRING 2014 CAREER FAIRS**

**Business Career Fair:**
The Spring 2014 Business Career Fair will be held February 4-5, 2014. Noon-4pm at the Activities and Recreation Center (ARC). For information, go to http://business.illinois.edu/bcs/employers/career-fairs.aspx or call Business Career Services at 217-333-2840.

**Engineering Employment EXPO:**
The Engineering Employment EXPO will be held February 10-11, 2014. The Expo is a student-run career fair coordinated by the student organization Engineering Council. It is for all
engineering disciplines, full-time, co-ops and interns. This fair is similar to the ECS Engineering Career Fair except it is managed totally by the students. For info on the Expo, go to http://expo.web.cs.illinois.edu.

**Civil & Environmental Engineering Job Fair:**
The Spring 2014 CEE Job Fair will be held February 27, 2014. This job fair hosts companies seeking civil and environmental engineers for internships, co-ops, and full-time positions. More information is available at http://cee.illinois.edu/