The University of Notre Dame Center for Career Development is excited you are taking part in our 2019 Fall Career Fair (FCF)! Below you will see the events planned for September 17th. I have highlighted important details in red for your review. If you need further information, please do not hesitate to contact us.

**Fall Career Fair: Tuesday, September 17, 2019 from 4:00 – 8:00 pm**

Please note Notre Dame is in the Eastern Time Zone.

**Location:** Joyce Center Fieldhouse

**REGISTRATION** for Fall Career Expo starting at 1:00 pm – Joyce Center, Gate 8

**NAME TAGS:**

Representatives will receive a name tag at your Career Fair table upon arrival. Please update the Representatives section of your fair registration through Handshake. This is where we will be pulling the information for the name tags. If you already have a company issued name tag, you may bring that instead.
HOTEL INFORMATION:

The Morris Inn is providing a discount for our employers. Please see below for information:

**Morris Inn**
Notre Dame Ave, Notre Dame, IN
1-800-280-7256
Special Rate: $129
Code: Ask for the “CAREER” discounted rate

CAMPUS & PARKING INFORMATION:

On campus employer parking has been made available to you in the Baseball Lot. If parking is not available in the Baseball Lot, there will be parking in the Joyce, Compton, and Walsh Architecture lot. Feel free to drop any packages off at GATE 8. PLEASE MAKE SURE TO STOP BY THE BASEBALL LOT TO PICK UP YOUR PARKING PASS FROM THE ATTENDANT.
DRESS:
Dress for FCF is business casual, or whatever your employer deems appropriate. Dress for students is business casual as well.

WEATHER:
The career fair will only be cancelled or rescheduled in the event that the county declares a weather-related emergency. If this event changes, you will hear from a Center for Career Development staff member by email to discuss options.

SHIPPING INFORMATION: (ship no later than September 13th)
When shipping packages from your office or your shipping company make sure the event name and date is duly noted. MANY things are happening on-campus and we would hate for you not to have your resources. Packages will be at your Career Fair table upon arrival.

**Please be sure to have your computer generated shipping information filled out for return shipping at the end of the fair, and keep the tracking number. The carriers will not pick-up before 3 pm the next day. Career Development staff will have tape for you to close your boxes.

CATERED AREA:
We will be furnishing a full buffet, drinks, and dessert from 3:00 pm - 8:30 pm (found in Joyce Center Concourse)

OTHER FOOD SITES ON CAMPUS:
Make sure to check out the restaurants on the first floor of Duncan Student Center! https://dining.nd.edu/locations-menus/

BOOTH INFORMATION:
6 ft. table, white linen, and two folding chairs.
A 6 ft. table can comfortably fit 4-5 representatives per company.

ELECTRICAL:
Each booth has access to an electrical outlet nearby. Please make sure to bring your own extension cords.

AV NEEDS: Please contact the person below.
Amanda Mast
(e): adylewsk@nd.edu
(p): 574-631-8782
Interview Day Logistics for the 2019 Fall Career Fair

Location: Duncan Student Center and Embassy Suites

Center for Career Development will provide on-campus interview rooms for employers to schedule and interview students the day after the fair on Wednesday, September 18th. Rooms are available from 8:30 a.m. to 5:00 p.m. If you indicated on your registration that you would like to reserve interview space for the day after the Career Fair, one interview space has been reserved for you. Upon arrival, you will receive a blank 30-minute interview schedule to fill in as you invite students to interview at the fair. Only one complimentary interview space is guaranteed, but we will try our best to accommodate any extra room requests. **For extra interview rooms, please contact Mindy Evans (mevans8@nd.edu) and you'll be added to a waitlist. You will be contacted by email on September 10th if the additional space request was granted.**

**INSTRUCTIONS FOR ATTACHING JOB POSTINGS TO YOUR CAREER FAIR REGISTRATION:**

**NOTE:** If you have already attached your job posting(s) to your registration please disregard. If you have posted your job(s) but not yet attached them to the registration, please follow the instructions below:

1. Log into your Handshake account
2. Select **Fairs** on the left side navigation menu
3. Select the checkbox for **Registered fairs** or search for your Notre Dame Fall Career Fair registration
4. Click the **Edit** tab on the top right to edit your registration
5. Scroll down to the middle of the registration page to **Looking For** and find the field that says **Jobs on Handshake** where you can use the search bar to find approved and posted job titles.
6. Select the title from the drop-down field
7. **REMEMBER TO CLICK UPDATE REGISTRATION** on the bottom right

In an effort to answer all your questions, I will make myself available to you via email, kcover@nd.edu or phone, 574-631-9915 to assist you in your needs.

Sincerely,

Kate Cover
Employer Engagement Manager
Meruelo Family Center for Career Development
University of Notre Dame
574.631.9915 • kcover@nd.edu