FLORIDA TECH FALL 2020 CAREER EXPO EMPLOYER GUIDE

https://www.fit.edu/career/employer-resources/career-fairs--special-events/
Dear Valued Employer,

Thank you for your interest in connecting with Florida Tech and potentially recruiting our outstanding students and alumni. This package contains detail information about the event listed below.

**Fall 2020 Career Expo : All Majors**  
Wednesday, September 23rd | 12 - 4 p.m. | Clemente Center for Sports and Recreation

Approximately 700-1000 students from all year levels and representing all of our majors typically attend the Fall Career Expo seeking both internship and full-time professional opportunities. The solutions to global problems large and small are being developed by Florida Tech students today. **Hire a Florida Tech Panther!**

Regards,

**Dona Gaynor, Director**  
Career Services  
Florida Tech  
150 W. University Blvd.  
Melbourne, FL 32901  
(321) 674-8102  
dgaynor@fit.edu

**Pre-Event Important Dates to Remember:**
- July 30th - Early Registration ends
- September 11th - Regular Registration ends, final date for refunds
- September 14th - Shipments to Spring Career Expo start
- September 18th - Attending recruiter name(s) due
- September 22nd - Shipments to Spring Career Expo due
Cancellation/No Show Information:
Please contact career@fit.edu to cancel your registration and receive a full refund prior to Friday, September 11th. All cancellation requests must be submitted in writing. Cancellation requests made after September 11th, 2020 will not be issued a refund.

If an emergency or other situation arises that will prevent you from attending the event, please notify career@fit.edu at your earliest convenience. Registered employers that do not check in by 12 p.m. the day of the event will be considered a no-show. No refunds will be provided.

Event Schedule:
• Check-in and table set up will start at 9:30 a.m.
• A continental breakfast will be served from 9:30-10:30 a.m.
• A hot lunch buffet will be served from 11:00 a.m.-1:00 p.m.
• Deans, academic department heads, and faculty have been invited to meet with employers from 11:00 a.m.-12:00 p.m.
• The doors will open for students & alumni at 12:00 p.m.
• Light refreshments will be available throughout the afternoon.
• Table breakdown time will start at 4:00 p.m. Please do not breakdown prior to the end of the event.

Shipping Information:
Rather than transporting materials with you, you are welcome to ship them to us! You may ship materials starting Monday, September 14th. If the materials are received prior to Tuesday, September 22nd, they will be waiting at your booth in the venue. You may direct shipments to:

Florida Tech Career Services
Career Expo
150 West University Blvd
Melbourne, FL 32901

Please allow appropriate time for shipping. Be sure to bring the necessary shipping labels and account numbers for return shipping, as we cannot provide these items. All items will be shipped out the following business day after the event.
Hotel & Airport Information:
Here is a list of nearby hotels and airports close to our campus:
https://www.fit.edu/orientation/arriving-at-florida-tech/airports-and-accommodations/

Driving Directions:
The Clemente Center for Sports and Recreation is located on the south side of University Blvd., just west of Babcock Street. Yard signs will direct you to the Career Expo and the parking area. The Clemente Center is marked with #37 on the campus map. http://web2.fit.edu/map/

Parking Information:
Each employer will have one reserved parking space in the designated parking lot located in front of the Clemente Center. We suggest that employers sending multiple representatives carpool, due to the limited number of parking spaces. If that is not possible, the first representative to arrive will get the reserved parking space and the other representatives will be directed to overflow parking areas, including the South Campus Parking Structure located just south of the Clemente Center.

Please note we cannot guarantee more than one parking space per employer. Arriving early will increase your chances of finding a parking spot close to the Clemente Center.

To expedite the check-in process, a temporary parking pass will be sent to registered employer contact(s) at least a week prior to the event. Please print out the temporary parking pass & place on the vehicle's dashboard so our staff or campus security can check your company in and immediately assist you with unloading your vehicle or show you to the parking area.

Employers may unload in front of the Clemente Center, or park their vehicle first and then unload. Student assistants will be available to assist you with unloading your items.
Table Space:
One 8’ table, two chairs, and a basic table cover will be provided. If you need additional chairs, please seek out the nearest staff member at the event and we will be happy to assist you.

The event area will have a drape backdrop for each employer. Please do not hang or affix any items to the drape behind your table. You are welcome to bring your own tablecloth & any materials you would like to pass out to students, as well as pull-up banners or tradeshow stands. Your table area will be approximately 8’x4’. Contact career@fit.edu by September 11th if you feel you will need additional space due to your table setup and we will do our best to accommodate your needs.

The event space will be equipped with access to several electrical outlets, but it’s recommended that you bring an extension cord in the event an outlet is not easily accessible from your assigned location. We will do our very best to provide electricity to everyone.

Wi-Fi Information:
Our campus offers free guest wi-fi. The access code will be provided on the day of the event, as the password changes periodically.

Career Fair Plus App:
Our school uses the Career Fair Plus App to help market our career expos to students. Registered employers are listed alphabetically, along with a brief company profile, types of majors being recruited, types of positions available, and types of work authorization able to be hired. There is also a floorplan indicating the employer’s location at the event. To better assist our students, please include as much information as possible upon registration.
CAREER FAIR PLUS

A full-featured iPhone, iPad and Android app that puts the power to prepare for fairs in your hands.

Search for Career Fair Plus on the App Store and Google Play Store.

FEATURES

- COMPLETE EMPLOYER LISTING
- INTERACTIVE FLOORPLAN
- EVENT DETAILS
- ANNOUNCEMENTS FOR REAL-TIME UPDATES
- FAIR TIPS SECTION TO HELP YOU PREPARE

Available on the App Store

Available on Google Play
Name Badges:
We make every attempt to provide name badges for everyone who attends the Spring Career & Internship Expo. Please be sure to provide the name(s) of the recruiter(s) who will be attending by September 18th to career@fit.edu.

Each student will also be provided a badge that states their name, major and graduation date.

MAJORS:
FOR A COMPLETE LISTING OF MAJORS, VISIT HTTP://CATALOG.FIT.EDU/
Other Ways to Recruit at Florida Tech:
We offer a full range of opportunities for you to meet and recruit students & alumni:

- Participate in the Fall & Spring Career Expos and other on-campus recruiting events.
- Utilize Handshake for job postings & internship opportunities.
- Host an information session (on-campus or virtual) or other fun recruiting event, or set up an information table.
- Virtual webinars, fairs or other events
- Provide guest speakers for career workshops and/or interviewers for mock interviews & résumé reviews.
- Participate in the ProTrack Co-op Program.
- Set up a Host a Panther Externship for students during spring break.
- Sponsor student design projects.
- Advertise in the Crimson, the student newspaper, or submit an article about your company for our blog.
- Connect with student organizations by sponsoring students events.
- Schedule classroom visits.

Career Services Staff:

Dona Gaynor, Director - dgaynor@fit.edu
- Enhanced marketing of job postings, classroom visits, student organizations & design projects

Kimberly Ryan, Associate Director - kryan@fit.edu
- Handshake, workshops, & webinars

Maria Faria, Employer Relations Coordinator - mfaria@fit.edu
- Career Expos & other recruiting events, social media & marketing outlets

Kaylen Kyle, Career Advisor - kkyle@fit.edu
- Co-op program, & internships

Kimberly Goude, Student Employment Coordinator - kgoude@fit.edu
- Federal work study program, & community service jobs