Spring Career Expo
Employer Packet
2018

http://www.fit.edu/career/employers/fairs.php
Dear Employer,

I would like to thank you for registering for the 2018 Florida Institute of Technology Spring Career Expo. In this packet, you will find detailed information about our scheduled events.

**Spring Career Expo 2018: All Majors**  
**Wednesday, January 31 | 12 - 4 p.m. | Clemente Center for Sports and Recreation**

Approximately 800-1000 students from all year levels and representing all majors typically attend the Spring 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 Management Services, Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901
dgaynor@fit.edu

**Event Contact Information:**
René Couperthwaite, Employer Relations Coordinator
Office: (321) 674-8102
rcoupert@fit.edu

**Pre-Event Important Dates to Remember:**
January 12 - Regular Registration ends, all registration updates due, final date for refunds
January 17 - Shipments to Career Expo starts
January 24 - Attending recruiter name(s) due
January 30 - All event shipments due

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Cancellation/No Show Information:
Please contact rcoupert@fit.edu to cancel your registration and receive a full refund prior to January 12, 2018. All cancellation requests must be submitted in writing. Cancellation requests made after January 12, 2018 will not be issued a refund.

If an emergency or other situation arises that will prevent you from attending the event, please notify rcoupert@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 9:00 a.m.
• A continental breakfast will be served from 9:00-11:00 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 have lunch 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.

Career Fair+ App:
Our school uses the Career Fair+ App to help market our Spring Career Expo 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.
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://www.fit.edu/documents/doc_mgr/1195/campus-map.pdf.

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) 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 coupert@fit.edu by January 12 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 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.

**Hotel & Airport Information:**
Here is a list of nearby hotels and airports close to our campus:
http://www.fit.edu/.orientation/airports-accommodations.php

**Shipping Information:**
Rather than transporting materials with you, you are welcome to ship them to us! You may ship materials starting Wednesday, January 17. If the materials are received prior to Tuesday, January 30, they will be waiting at your booth in the venue. You may direct shipments to:

**Florida Institute of Technology**
Career Management 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.
Name Badges:
We make every attempt to provide name badges for everyone who attends the Spring Career Expo. Please be sure to provide the name(s) of the recruiter(s) who will be attending by January 24 to rcoupert@fit.edu.

Each student will also be provided a badge that states their name and major; in addition, student badges will have a color-coded sticker to assist employers with easily identifying ideal students.

- **College of Aeronautics** – blue
- **College of Business** – green
- **College of Engineering** – red
  - Computing Majors – black
- **College of Psychology & Liberal Arts** – orange
- **College of Science** – yellow

Employers will also have this same color-coding system at their tables, to assist students with selecting the appropriate employers to visit at the event.

Majors:
For a complete listing of majors, visit [http://catalog.fit.edu/](http://catalog.fit.edu/)

Wi-Fi Information:
Our campus offers free guest wi-fi. The access code will be provided in your welcome folder on the day of the event, as the password changes periodically.
Other Ways to Recruit at Florida Institute of Technology:
We offer a full range of opportunities for you to meet and recruit students & alumni:

• Participate in the Fall Career Expo & Spring recruiting events.
• Utilize Panther Career Link for job postings & internship opportunities.
• Host an information session (on-campus or virtual) or other fun recruiting event, or set up an information table.
• 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 and winter breaks.
• 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 Management Services Staff:
Dona Gaynor, Director - dgaynor@fit.edu
• Enhanced marketing of job postings, classroom visits, student organizations & design projects

Kimberly Ryan, Assistant Director - kryan@fit.edu
• Florida Work Experience Program, internships, workshops & webinars

Stephanie Lynch, Co-op Advisor - slynch@fit.edu
• ProTrack Co-op Program

Reneé Couperthwaite, Employer Relations Coordinator - rcoupert@fit.edu
• Panther Career Link, Career Expos & other recruiting events, social media & marketing outlets

Mary Tabeling, Student Employment Coordinator - mtabeling@fit.edu
• Federal Work Study Program, part-time student employment positions

Dean Miyakusu, Career Services Coordinator - dmiyakusu@fit.edu
• Host a Panther Externship Program