



# **Career Fair & Event Guide**

**2022-2023**

**BYU**

**Careers &  
Experiential Learning**

# WE ARE EXCITED TO HOST YOU AT BYU

Before you come on-campus, there are a few things you need to know:

- Anyone coming to recruit must follow our On-Campus Recruiting Policy.
- Information included in this guide may be updated without notice. Monthly updates are sent in our Employer Newsletter through Handshake. If you are not receiving those, please email [recruiting@byu.edu](mailto:recruiting@byu.edu).



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BRIGHAM YOUNG UNIVERSITY

THE WORLD IS OUR CAMPUS



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Click [here](#)  
for our staff  
directory.



# FAIR & EVENT DATES



## Winter 2023

1/26: STEM CAREER FAIR

1/26: CIVIL & CONSTRUCTION  
ENGINEERING CAREER FAIR

2/1: STUDENT ATHLETE CAREER  
FAIR\*

2/2: CAREER FAIR

2/16: EDUCATION CAREER  
FAIR\*\*

3/2: SUMMER JOB FAIR

\*Reach out to [william\\_tenney@byu.edu](mailto:william_tenney@byu.edu) to learn more about this fair.

\*\*Reach out to [karie\\_powell@byu.edu](mailto:karie_powell@byu.edu) to learn more about this fair.



## Helpful Dates

1/9: Winter Classes Begin

1/10: On-Campus Tabling can start

1/16: Employer Information Sessions  
Start

1/23: On-Campus Interviews can  
start

4/19: On-Campus Recruiting Ends;  
Last Day of Winter Classes

4/21-26: Finals

**For recent fairs &  
events, go here.**



## Fall 2023

9/20: STEM CAREER FAIR

9/21: CIVIL & CONSTRUCTION  
ENGINEERING CAREER FAIR

10/4: STUDENT ATHLETE FAIR\*

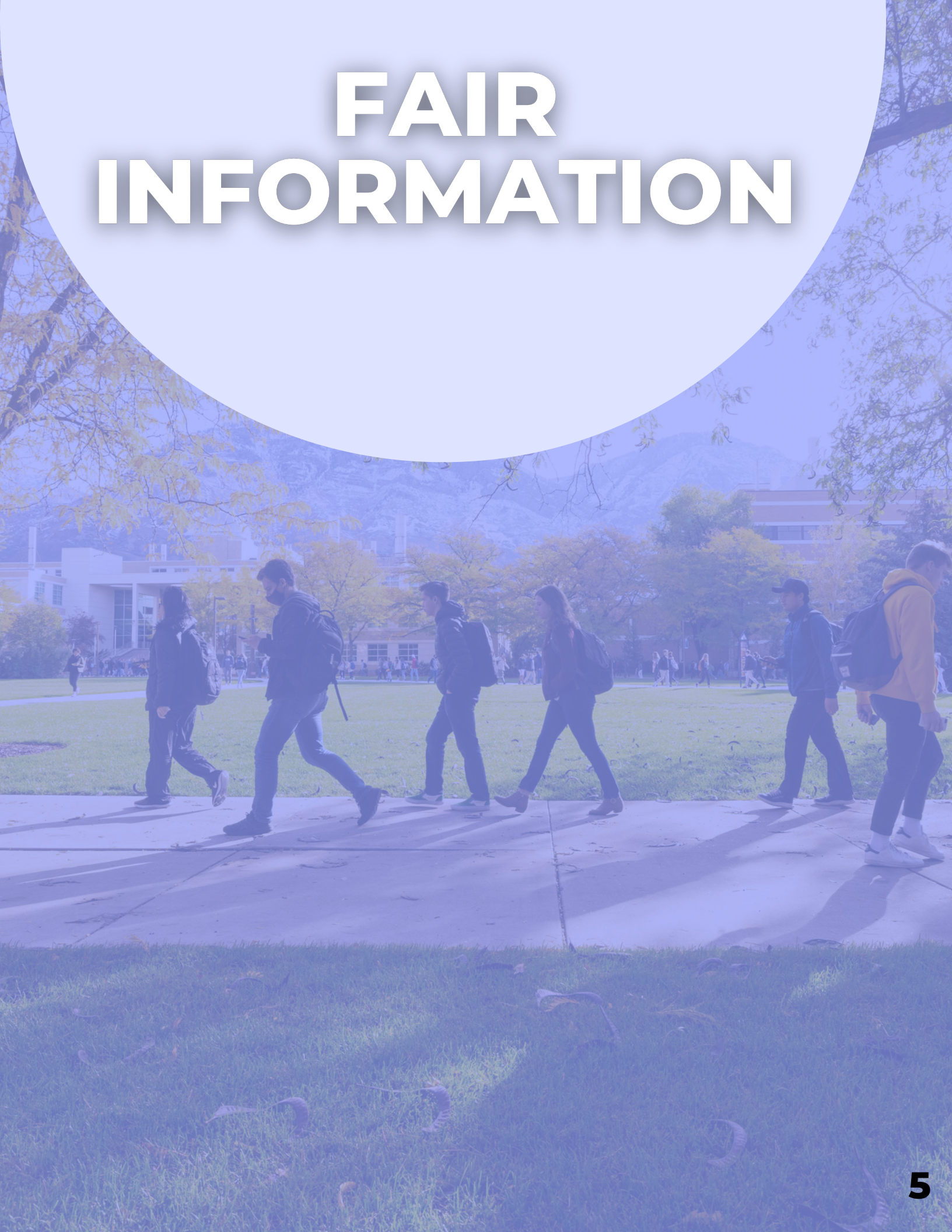
10/5: CAREER FAIR

10/17: GRADUATE SCHOOL FAIR

\*Reach out to [william\\_tenney@byu.edu](mailto:william_tenney@byu.edu) learn more about this fair.



# FAIR INFORMATION





# PAYMENT

You can pay via credit card through your [Handshake account](#).

After you log-in, please press the green 'Pay Now' button.

For questions or concerns about payment or if you have a special circumstance, please contact the Events Team at [BYUcareerevents@byu.edu](mailto:BYUcareerevents@byu.edu)

## BOOTH INFORMATION

Each booth space is exactly 8 feet wide, 5 feet deep and 7 feet high.

Your booth includes a 6 foot table and two chairs. Please come prepared with your choice of representatives, handouts, tablecloth, and branding material.

Every booth has [electricity](#). Employers do not need to request this in addition to the booth. There is no additional charge.

Since there are changes being made right up until the day of the fair, [we will not be able to tell you your booth location ahead of time](#). Pipe and drape will NOT be available at this fair so please ensure that any branded materials that are visible from the booth directly behind yours are printed only on one side.

*Out of respect for other employers, please keep your displays to 8 feet. Displays exceeding the booth size will be asked to be taken down.*

## REFUND POLICY

Should your circumstances change and you are unable to attend the fair, you must contact the Event Team at [BYUcareersevents@byu.edu](mailto:BYUcareersevents@byu.edu) no later than 10 business days prior to the event for a full refund and 5 business days prior to the event for a half refund. If you cancel within the 5 business days prior to the commencement of the fair or do not attend the fair, no refund will be given. Your refund will be processed within 60 days after date of the fair.

## ACCOMMODATIONS

We partner with local hotels to reserve a group rate for the fairs. Please see our [website](#) for the most current group rate.

Under 'Employer FAQs', click 'What hotels are available?'



# WHEN TO ARRIVE

As our fairs have different start times, here's the best times for arrival:

- STEM & Career Fair: 7am-8:45am
- Civil & Construction Engineering: 7am-8:45am
- Student Athlete Fair: 4:30pm-6:00pm
- Graduate School Fair: 10am-11:30am
- Education Career Fair: 1:30pm-3:00pm
- Summer Job Fair: 8:30am-10am

When you arrive on the day of the fair, we will show you to your booth.

## PRINT & COPY CENTER

If you need to make copies or print, Cougar Creations (1010 WSC) on the 1st floor of the WSC is happy to assist you. Prices vary but start at \$.05 a copy. Feel free to contact them at 801-422-2786.

## FOOD:

Food will be provided at all fairs.

Lunch: There will be no lunch ticket required. Please use the QR code included in your welcome packet to complete a short survey to register for lunch. If you register before lunch, please screenshot the completion page of the survey to receive lunch.

Please note: Coffee is NOT served or available on-campus. Below are a few locations near campus that serve coffee:

- [Einstein Bros Bagels](#)
- [Dutch Bros](#)
- [Starbucks](#)



# INTERVIEW SPACE







# REQUEST AN ON-CAMPUS INTERVIEW

## Start on Handshake

Refer to [this guide](#).

Members of the Recruiter Experience Team will contact you for the next step.

### Don't forget:

- Request room(s) at least 2 weeks in advance
- You may schedule interview rooms at any point in the semester. Many employers will schedule interview rooms in conjunction with fairs they are attending. This is done separately from your fair registration.



# INFORMATION SESSION





# REQUEST AN INFORMATION SESSION

## Start on Handshake

Refer to [this guide](#) for help.

Members of the Recruiter Experience Team will contact you for the next step.

## Don't forget:

- Request room(s) at least 2 weeks in advance
- Recommended to have Wednesday or Thursday evening, 5pm-6pm
- Last minute requests may result:
  - Limited space
  - Less promotion opportunities



# PARKING





# INFO SESSION/INTERVIEW PARKING


## TO SEE A CAMPUS MAP, GO HERE.

- If you are using **GPS navigation**, use the following destination address for Visitor Lot 26V:
  - **BYU Wilkinson Student Center, E Campus Dr, Provo, UT 84604**
    - Plan for approximately 1 hour of travel time from the Salt Lake City Airport
- If you are using **GPS navigation**, use the following destination address for Visitor Lot 2V:
  - **BYU Museum of Art, N Campus Dr, Provo, UT 84604**
  - Plan for approximately 1 hour of travel time from the Salt Lake City Airport

## CAREER FAIR PARKING

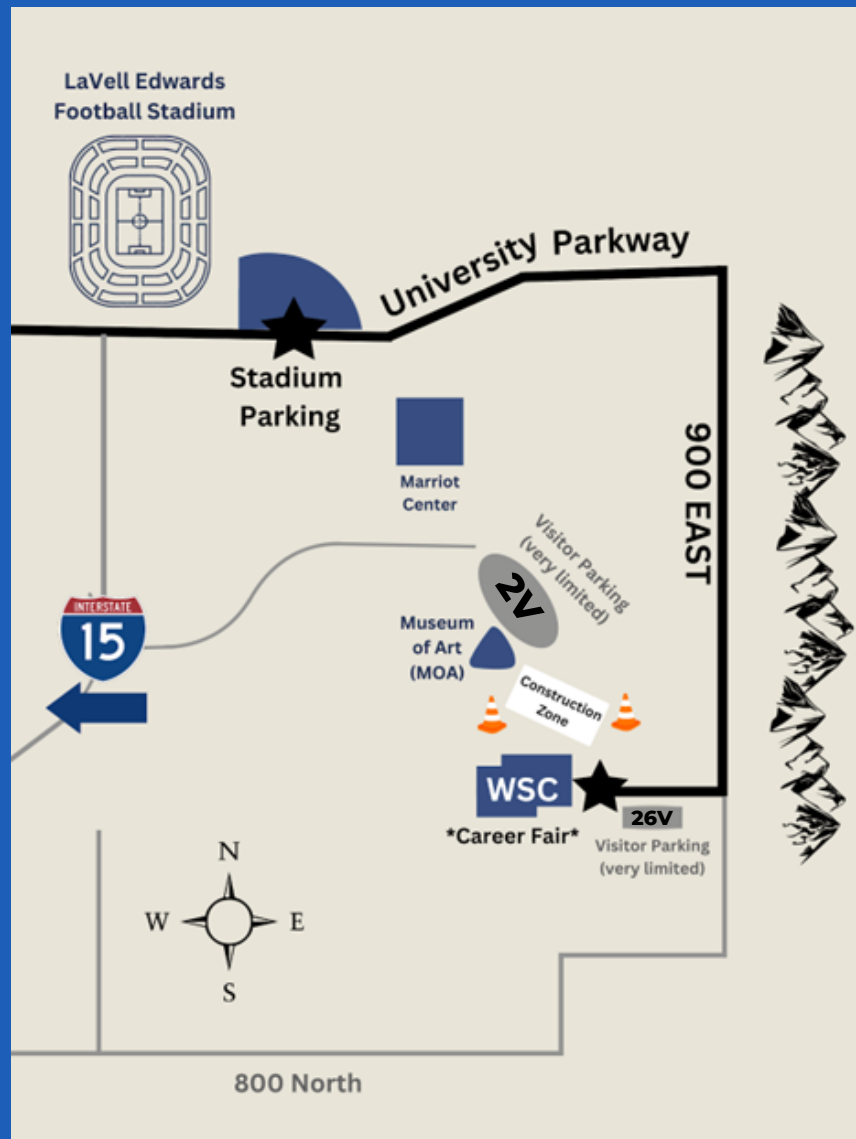
- If you are using **GPS navigation**, use the following destination address:
  - **LaVell Edwards Stadium, Provo, UT 84604**
    - Plan for approximately 1 hour of travel time from the Salt Lake City Airport
- **49Y** is reserved for employer parking for our fairs.
- **Shuttles** are provided from the parking lot to the fair location in the Wilkinson Student Center from **7am to 4pm**.
- **Drop off heavy items** that will not fit in the shuttle (8 passenger mini-van) at the Wilkinson Student Center. To get there:
  - From the stadium parking lot, turn left on University Parkway towards the mountains (east), and turn right onto 900 East. Turn right on 1100 N and head to the roundabout. The Wilkinson Student Center is straight ahead in the roundabout. After dropping off supplies to volunteers, follow the 'Employer Parking' signs back to LaVell Edwards Stadium.

For questions about parking, visit Employer Check-In or call:

 801-422-3000



# FAIR PARKING INSTRUCTIONS



## VISITOR PARKING LOTS

### 2V-MOA

Access this visitor lot by going into the Museum of Art's main gate.

### 26V-MAIN LOT

This main visitor parking lot is off of 900 East. It is east of the Wilkinson Student Center.

## STADIUM LOT

Lot 49Y is located east of the Lavell Edwards football stadium. Access by turning at the traffic light labeled 'Events Parking'.

Please call if you need additional assistance with parking. ☎ 801-422-3000

# SHIPPING





# SHIPPING MATERIALS

PLEASE SHIP YOUR ITEMS TO ARRIVE A FEW DAYS BEFORE THE EVENT.

PLAN AN EXTRA DAY FOR YOUR ITEM(S) TO GO TO BYU MAIN MAILROOM BEFORE BEING SHIPPED TO OUR OFFICE.

## SHIPPING FOR CAREER FAIR

- ☒ Please bring your tracking number with you to the fair.
- ☒ Please ensure that your materials are guaranteed to arrive by the Monday prior to the fair.
- ☒ Your supplies will be at your assigned booth when you arrive.
- ☒ To ship them back at the end of the fair, please bring your PRE-PRINTED label(s) and items to the employer check-in table. Shipping labels will NOT be provided.

Please use the following template when shipping your materials:

NAME OF FAIR-{INSERT COMPANY NAME HERE}  
Brigham Young University: Careers & Experiential Learning  
HOLD FOR NAME OF FAIR [DATE OF FAIR]  
1134 WSC  
Provo, UT, 84602

### EXAMPLES:

1/26-BYU STEM Fair Winter 2023  
STEM FAIR-{INSERT COMPANY NAME HERE}  
Brigham Young University: Careers & Experiential Learning  
HOLD FOR STEM FAIR [Jan. 26th, 2023]  
1134 WSC  
Provo, UT, 84602

2/2-BYU Career Fair Winter 2022  
CAREER FAIR-{INSERT COMPANY NAME HERE}  
Brigham Young University: Careers & Experiential Learning  
HOLD FOR BYU CAREER FAIR [Feb. 2nd, 2023]  
1134 WSC  
Provo, UT, 84602

## SHIPPING FOR INFO SESSION

Please use the following template when shipping your materials:

NAME OF INFO SESSION-{INSERT COMPANY NAME HERE}  
Brigham Young University: Careers & Experiential Learning  
HOLD FOR INFORMATION SESSION [DATE OF INFORMATION SESSION]  
1134 WSC  
Provo, UT, 84602

Shipping Questions? Contact the Events Team:

 [BYUcareerevents@byu.edu](mailto:BYUcareerevents@byu.edu)



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