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.
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Events Manager
Fall 2022

9/21: STEM FAIR

9/22: CIVIL & CONSTRUCTION FAIR

10/5: STUDENT ATHLETE FAIR*

10/6: CAREER FAIR

10/18: GRADUATE SCHOOL FAIR

*Reach out to william_tenney@byu.edu learn more about this fair.

Helpful Dates

8/29: Fall Classes begin

9/7: On-Campus Information Sessions can start

9/12: On-Campus Interviews can start

12/6: Last Day of Fall Classes

12/12-16: Finals

1/9: Winter Classes Begin

1/18: On-Campus Information Sessions can start

1/23: On-Campus Interviews can start

4/19: Last Day of Winter Classes

4/21-26: Finals

Winter 2022

1/26: STEM FAIR

2/2: CAREER FAIR

2/16: EDUCATION CAREER FAIR

3/2: SUMMER JOB FAIR

For recent fairs & events, go here.

Use our helpful Handshake guide.
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.

Booth Information

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

Your booth includes a 6 foot table, tablecloth and four chairs.

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.

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 Manager at BYUcareersevents@byu.edu no later than 14 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 4 business days or do not attend the fair, no refund will be given. Refunds are processed within 60 days after 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?'
FOOD:
Food will be provided at all fairs. See more details per fair below:

- **STEM & Career Fair:**
  - Breakfast: Served from 7:30am-9:30am in 3222 WSC
  - Lunch: Served from 11:30am-1:30pm in 3222 WSC; Ticket required*
- **Civil & Construction Engineering:**
  - Breakfast: Served from 8:30am-10:30am in 3222 WSC
  - Lunch: Served from 12pm-1:30pm in 3222 WSC; Ticket required*
- **Student Athlete Fair:** Dinner provided at 5:15pm
- **Graduate School Fair:**
  - Lunch: Served from 11:30am-1:30pm in 3222 WSC; Ticket required*
- **Education Career Fair:**
  - Box Lunch; Ticket required*
- **Summer Job Fair:**
  - Box Lunch: Delivered to your booth; Ticket required*

*Two lunch tickets are included per registration. Lunch tickets will be in your white packet at your booth. Extra lunches can be purchased on Handshake. You are welcome to bring your lunch back to your booth if you are in a rush. Additionally, 'Out to Lunch' signs are provided in your packet.

Please note: Coffee is NOT served or available on-campus. You can pick up coffee at the Provo Starbucks or other fast food places west of campus.

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: 8am-9:45am
- Student Athlete Fair: 4pm-5pm
- Graduate School Fair: 10am-11:30am
- Education Career Fair: 11:30am-1:00pm
- 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.
REQUEST AN ON-CAMPUS INTERVIEW

Start on Handshake

Refer to this guide.

Log into your Handshake account and select 'Request an Interview'.

Go through and fill out the information for the interview.

Click next, then fill out the timeline tab for your interview schedule.

Please note you can request in-person or virtual interviews.

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
- Interview rooms can be scheduled in conjunction to a fair. Email recruiting@byu.edu to be sure you have rooms reserved.
INFORMATION SESSION
REQUEST AN INFORMATION SESSION

Start on Handshake

Refer to this guide for help.

Log into your Handshake account and select 'Create an Event'.

Go through and fill out the information for your event.

Please note you can request in-person or virtual information sessions.

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 means:
  - Limited space
  - Harder to promote
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 Heritage Drive, you will end in the WSC parking lot. The WSC is on the south side of the parking lot. 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: 801-422-6932

**INFO SESSION/EVENT/INTERVIEW PARKING**

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

TO SEE A CAMPUS MAP, GO HERE.
PARKING INSTRUCTIONS

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

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.
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:

9/21-BYU STEM Fair Fall 2022
STEM FAIR-[INSERT COMPANY NAME HERE]
Brigham Young University: Careers & Experiential Learning
HOLD FOR STEM FAIR [Sep. 21st, 2022]
1134 WSC
Provo, UT, 84602

10/6-BYU Career Fair Fall 2022
CAREER FAIR-[INSERT COMPANY NAME HERE]
Brigham Young University: Careers & Experiential Learning
HOLD FOR BYU CAREER FAIR [Oct. 6th, 2022]
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