

FALL 2023 WCOE JOB FAIR EMPLOYER FAQ

NOTE: All Job Fair information is sent through Job Grid to the representative who registered the company for the event. A more detailed packet is included in those emails. This FAQ is meant to serve as a starting point.

When is the Fall 2023 Job Fair?

The Fall 2023 Job Fair will be **Wednesday, September 20th, 2023 from 10 am – 4 pm** at [the Lubbock Memorial Civic Center](#). Employer check-in will begin at 8 am that day, but we highly recommend you pre-register all representatives in advance using the link sent in the Job Fair Confirmation email.

Where do I park for the Fall 2023 Job Fair?

Parking at the Lubbock Memorial Civic Center is free; however, all normally reserved spaces (e.g. handicap spaces) are monitored by the city. Please do not park in these spaces without a permit, even to unload.

Where will my booth be located at the Job Fair?

Layout is in alphabetical order for one year, and then reverse alphabetical the next year, and switches back and forth. In Fall 2023, we will be in reverse alphabetical order. To reserve an end cap booth in the Exhibit Hall, you may register your company as a sponsor when signing up for the event on Job Grid.

How do I reserve an On-Campus Interview Room?

To reserve an interview room on campus, you will click “+ Register” under Register for OCI on the Home page of [Job Grid](#). You will then fill in important information regarding the specifics of your interviews. Please note that we have **limited availability** for rooms on the day after the Job Fair, February 16th. All rooms will be reserved on a first-come, first-served basis.

Important Note: Registration for the Job Fair **does not** include interview rooms. You must request them separately through [Job Grid](#).

How do Job Postings on Job Grid work?

Companies can submit job postings on [Job Grid](#), a website specifically for Texas Tech Engineering students. Depending on the requirements listed for the job posting, only students who meet those requirements can view the posting. This is relevant for all important information, including classification, GPA, major, etc. The person who creates the Job Posting will be able to select the requirements.

How do I pre-register representatives for my company?

You can pre-register your attendees through the survey link sent in your Job Fair Confirmation email by **Friday, September 1st at 5pm**.

How do I pay my invoice?

You can access and pay your invoice through your Job Grid account. To do so, log into [Job Grid](#) and click on the "Orders" tab on the left-hand side. Here, you will be able to find your Spring 2023 invoice. You may pay online by clicking the red button and using a credit card, or you can mail a check to the address listed. **Payment not received by 11:59pm on September 20th may incur a \$100 late fee.**

Is there a special Hotel Reservation rate?

We have reserved a special rate with a nearby hotel location. More information and a link to make your reservation is included in your Job Fair Confirmation email.

Where do I ship my materials?

We have a specific company that helps handle shipping materials to and from the Job Fair. More detailed information on shipping, including shipping labels, is found in the Job Fair Confirmation email.

What is provided with my booth?

Single Booth:

For this event we will provide you with publicity, a 10x10 draped booth space with 8ft. skirted table, 2 chairs, an electrical outlet, wireless internet service, and breakfast and lunch for your company's representatives. We recommend 2 – 4 representatives for this sized booth, as we encourage companies to utilize their booth space in order to not block the walkways.

Double Booth:

For this event we will provide you with publicity, a 20x10 draped booth space with two 8ft. skirted tables, 4 chairs, an electrical outlet, wireless internet service, and breakfast and lunch for your company's representatives. We recommend 6 – 8 representatives for this sized booth, as we encourage companies to utilize their booth space in order to not block the walkways.

Sponsorships:

There are multiple sponsorships options available when you register for the Job Fair on Job Grid. Sponsors receive a double booth, located as the end caps in the Exhibit Hall.

Although Wi-Fi is available at the Civic Center, we will have a lot of users and the speed may not be as fast as you need. Please plan to bring a hotspot or make other arrangements if you need consistent access to high-speed internet.

What supplies will I have access to at the Job Fair?

Please bring any office supplies and materials you may need to the event. We will not have extra supplies available, and we do **not** have access to a printer or copier on site. This will be the case for on-campus interviews as well.

For additional questions or concerns, please email coe.careers@ttu.edu and someone will be happy to assist you.