

Registering for the Job Fair

Step 1: Log in to your Job Grid account at <https://ttu-coe.12twenty.com/hire> using your email address and password. If you are new to the system, create an account by choosing **Employer Sign Up**.



Welcome Back!

Login with your 12Twenty account to start connecting with qualified candidates from TTU Engineering

Email Address

Password

Employer Log In

[Reset your Password](#)

New to 12Twenty and Texas Tech University - Edward E. Whitacre Jr. College of Engineering?

Employer Sign Up

Step 2: On your Employer dashboard (the main menu), select **Register** under **Attend a Career Fair**.

The screenshot shows the 'Job Grid' dashboard for Texas Tech University. The header includes the university logo and 'Job Grid'. A sidebar on the left contains navigation links: Home, OCI and Job Listings, Events, and Resume Books. The main content area features a 'Welcome!' message and four action cards: 'Register for OCI', 'Post a Job', 'Attend a Career Fair', and 'Download Resume Books'. The 'Attend a Career Fair' card is circled in red and contains the text: 'Attend a Career Fair', 'Career fairs are a great way to meet our students and build your brand on campus', and a '+ Register' button.

Step 3: Select the Event you would like to attend.

The screenshot shows the 'Events' page on the Job Grid dashboard. It features a sidebar with navigation links: Home, OCI and Job Listings, Events, and Resume Books. The main content area has a filter section with dropdown menus for 'Event Type', 'Event Format', 'Event Timeline', 'Event Status', and 'Posted Date'. Below the filters is a table of events. The first event, 'Fall 2017 Whitacre College of Engineering Job Fair', is circled in red. The table has columns for 'Event Name' and 'Event Date and Time'. The event details are: 'Fall 2017 Whitacre College of Engineering Job Fair | Career Fair | Lubbock Municipal Civic Center' and '9/20/2017, 10:00 AM - 4:00 PM'.

Step 4: Review details of the Event and select **Register**.

The screenshot shows the event details page for the 'Fall 2017 Whitacre College of Engineering Job Fair'. The header includes the university logo and 'Job Grid'. The main content area displays the event title 'Fall 2017 Whitacre College of Engineering Job Fair' and a 'Register' button circled in red. Below the title, there is a summary of the event: 'Career Fair | Wednesday 9/20/2017, 10:00 AM - 4:00 PM'. Registration periods are listed: 'Student Registration Period: 7/10/2017, 8:00 AM - 9/18/2017, 4:00 PM' and 'Employer Registration Period: 7/10/2017, 8:00 AM - 9/8/2017, 11:30 PM'. At the bottom, there are two tabs: 'Event Details' and 'Registered Students (35)'.

Step 5: Select your preferred **Registration Type** from the available options.

Fall 2017 Whitacre College of Engineering Job Fair - Employer Registration

Registration Type *

- Student Hospitality Sponsorship \$5000**
This sponsorship includes a double booth with balloons, your company logo on water bottles passed out to students, and company logo on the ceiling sign.
- Student Registration Sponsorship \$5000**
This sponsorship includes a double booth with balloons, your company logo on the registration booth and lanyards, and a ceiling sign in the Exhibit Hall.
- Student Lunch Partner \$4000**
We have broken the lunch sponsorship into two parts. There will be a total of two lunch sponsors. Sponsorships includes double booth with balloons, directional signs, a ceiling sign in the Exhibit Hall, and your logo on the boxed lunches.
- Student Transportation Sponsorship \$4000**
Students are transported to and from the Civic Center. Your company logo will be placed on the buses. This sponsorship also includes a double booth with balloons, publicity, and ceiling sign with the company logo.
- Student Lounge Sponsorship \$2500**
The Student Lounge is an area at the Job Fair where students can relax, sort materials, or network with fellow students. This sponsorship will provide you with publicity, a double booth, logo on ceiling sign, and logo at the Student Lounge.
- Triple Booth \$1625**
For this event we will provide you with publicity, a 30x10 draped booth space with three 8ft. skirted tables, 6 chairs, an electrical outlet, wireless internet service, and breakfast and lunch for your company's representatives (no limit).
- Double Booth \$1100**
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 (no limit).
- Single Booth \$575**
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 (no limit).

Step 6: Complete your registration information and select **Register** to submit it to the Engineering Opportunities Center for approval.

Company Description	<input type="text" value="Company Description"/>
Company Website	<input type="text" value="Company Website"/>
Majors Hiring	<input type="text" value="-- Select a Value --"/>
Position Types Hiring	<input type="text" value="-- Select a Value --"/>
Positions Hiring	<input type="text" value="Positions Hiring"/>

Step 7: Once your registration has been approved, you will receive an approval packet via email with more detail on the Fair and instructions on how to pay for the event.