

Fall 2019 WCOE Job Fair Information

Thank you for your interest in the **Fall 2019 Whitacre College of Engineering Job Fair**. This event will take place on **Wednesday, September 18, 2019** at the **Lubbock Memorial Civic Center**.

Registration – Registration can be completed on our jobs site, Job Grid, at <https://ttu-coe.12twenty.com/hire>. If you already have an account, go to Events and register within the Fall 2019 Whitacre College of Engineering Job Fair event. If you do not have an account, please create one to register. It is easy and free! The deadline to register is Fri, September 6 at 5pm.

Cancellation Policy – Cancellation of registration will be accepted through **5pm on Friday, September 6, 2019** via email at coe.careers@ttu.edu after which time you are responsible for **charges in full** even if your company representatives are not present at the event.

Time Commitment – The Fair runs from 10am-4pm. Employer event setup will begin at 8am. We ask that all companies be completely set up by 9:30am and keep their booths open for the entire event.

Employer Check-In – Please take advantage of the opportunity to pre-register your attendees via the survey Career Services will send out in your confirmation email. If you pre-register using this survey, you can go straight to your booth. Otherwise, recruiters will be asked to check in individually at the WCOE recruiter registration booth as they arrive. Please make sure your attendees plan adequate time for check-in.

Company Profiles – Students will be viewing your company information on Job Grid prior to the Job Fair and will see the information exactly as you enter it. Therefore, it is important to keep this information updated at all times. You may log back into Job Grid at any time to update your registration.

Interview Rooms/Job Listings – Job Grid will host **all** of your job postings at any time! You can also request interview space on Job Grid under the “OCI and Job Listings” tab. Rooms can only be reserved from 8:30am-5pm per WCOE policy. Please note that we have limited availability for rooms on the day after the Job Fair, 9/19. All rooms will be reserved on a first-come, first-serve basis.

Admittance of Non-Engineering Students – In an effort to accommodate the engineering students for which this event is planned, only students and alumni of the Whitacre College of Engineering as their major will be admitted from 10am-2pm. Starting at 2pm, other majors including pre-engineering and business will be admitted as well.

Directions/Parking - The Lubbock Memorial Civic Center is located at 1501 Mac Davis Lane, Lubbock, TX 79401. Parking at the Lubbock Memorial Civic Center is free. Please do not park in normally reserved spaces (e.g. handicap) without a permit, even to unload.

Fall 2019 College of Engineering Job Fair Agenda

TUESDAY, September 17, 2019

5:00pm – 7:00pm **Happy Hour** at Jones AT&T Stadium West Club Level
RSVP required

WEDNESDAY, September 18, 2019: LUBBOCK MEMORIAL CIVIC CENTER

8:00am – 9:30am **Employer Check-In and Display Set-Up**
Engineering Ambassadors will direct you to your booth

8:00am – 9:30am **Complimentary Continental Breakfast**
Served in the Exhibit Hall

10:00am **Student walk-through begins for engineering students/alumni**
Undergraduate & Graduate Texas Tech WCOE students/alumni only

12:00pm – 1:30pm **Complimentary Hot Lunch**
Served in the Banquet Hall on a come-and-go basis

2:00pm **Student walk-through opens to all majors**
Pre-engineering, business, geoscience, etc. in addition to engineering

4:00pm **Student walk-through ends**

4:00pm – 4:30pm **Booth tear down**
Please do not tear down early