

FALL 2024 CAREER FAIR

OCTOBER 1 • 10:00 AM - 3:00 PM (EST)

[France Cordova Recreational Sports Center](#)
355 N. Martin Jischke Drive, West Lafayette, IN 47907

Purdue University's College of Agriculture hosts career fairs in the fall and spring semesters. More than 250 companies and 1500 candidates attend annually. These events welcome Agriculture students from all majors and departments, including freshmen through senior students. Alumni and students from other colleges and partner institutions are also invited to attend. The career fairs provide an opportunity for students at any stage to connect with potential employers, submit resumes for job openings, and interview for permanent positions or internships.

Registration closes Friday, August 23 at 12:00 PM (EST) or when capacity is reached.

Please review this document carefully before submitting your registration.

REGISTRATION DETAILS

- ▶ The College of Agriculture partners with Purdue's Center for Career Opportunities (CCO) to implement registrations. Employers will use [myCCO Symplicity](#) to register.
- ▶ The college is able to host 170 employers in the Gold and Black Gyms in the Cordova Recreational Sports Center.
- ▶ Employers may register for a maximum of three tables. Each table registration fee includes two representatives. One additional rep can be added per table for an additional fee (See **Registration Packages and Fees**).
- ▶ **IMPORTANT NOTES FOR COMPLETING YOUR REGISTRATION:**
 - **Payment must be submitted online through Cvent by credit/debit card only.** A payment link will be sent to the email listed in the registration from confreg@purdue.edu. If you do not receive an email within 24 hours of receiving your confirmation email, please check your spam folder.
 - New employer myCCO accounts will need to be approved by the CCO before their fair registration is processed. It may take the College of Agriculture 3-5 business days to process fair registrations if employers have created new accounts.
 - Employers should have a copy of their company's logo ready when completing their registration form. JPG or PNG formats only.
- ▶ Employers will indicate if electricity is needed on the registration form. Employers requesting electricity will likely be placed in the center of the room. Electrical spaces are limited and will be prioritized by registration dates. Booth assignments are made according to electrical needs, order of registration, and number of tables requested.
- ▶ Recruiters are asked to bring their official company name badges. Purdue alumni will be invited to wear an alumni ribbon. Registrants will indicate their alumni status on the fair registration form.
- ▶ Employers will have access to Resume Books in myCCO Symplicity two weeks prior to and 4 weeks after the fair. Resume Books can only be downloaded by the individual who submitted the registration. To watch a video tutorial about navigating Resume Books, [click here](#).

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REGISTRATION PACKAGES AND FEES

The amounts listed are a flat registration rate for tables and additional representatives.

- ▶ **Large Company** (50 or more employees) _____ \$500.00
- ▶ **Small Company** (fewer than 50 employees) _____ \$350.00
- ▶ **Non-Profit Organization** _____ \$200.00
- ▶ **Additional Representative Fee** _____ \$150.00

COMPANY REGISTRATION FEE INCLUDES:

- One 6' x 30" skirted table and two chairs.
- Registration and lunch for a maximum of **two** company representatives.
- Electricity access if requested.
- Wireless Internet Connection – Companies must provide their own hardware (computers, wireless network cards). Instructions and passwords to login to the campus wireless network will be provided.
- One parking pass (See **Parking Pass Details**, pg. 4)
- Access to Resume Books

Additional Representative Fee Includes:

- One additional company representative
- One extra chair (No extra table)
- One lunch
- One additional parking pass

▶ **NOTE: An additional table is required if more than three representatives plan to attend.**

CANCELLATION AND LATE PAYMENT POLICY

Equipment, parking and hospitality are ordered based on the number of registrations. After confirming registration, your company's attendance is promoted to students immediately.

▶ **Late Payment Policy – *Payment is required to complete registration.*** If payment is not submitted by August 23, then requested booths will be cancelled or reassigned.

▶ **Fee Refund Policy** – A full refund will be given if cancellation is made by August 23 at 12:00 p.m. ET. Cancellations after August 23 are non-refundable.

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PARKING PASS DETAILS

- ▶ **Employers must arrive between 8:00 AM and 9:45 AM EST to receive a parking pass.** Your pass will be handed to you at the Circle Drive located behind the Cordova Recreational Sports Center (Co-Rec).
- ▶ Prior to parking, employers may drop off displays or materials at the Circle Drive and volunteers will assist employers with getting items to their booth.
- ▶ Employers will park in the lot accessible by N. Martin Jischke Drive, east of Rankin Track and Field Complex. This lot has 140 spaces. **Parking in the Rankin lot will be available on a first-come first serve basis. Please carpool.**
- ▶ **Grant Street Parking Garage** (located near Grant St. and Mitch Daniels Blvd.) will be available for overflow parking. Shuttle service between the Co-Rec and Grant Street Parking Garage will be available.

SHIPPING DISPLAY ITEMS

- ▶ You may choose to ship display items in advance. All display or materials **MUST** be received by 4:00 PM EST, Thursday, September 26. The university does not receive deliveries over the weekend.

Ship items to:

ATTN: ERICA WILSON, FOR AGRICULTURE CAREER FAIR
Purdue Conferences
128 Memorial Mall, Stewart Center Room G32
West Lafayette, IN 47907

- ▶ Mark all items: **HOLD FOR AGRICULTURE CAREER FAIR** and indicate the number of pieces (for example: 1/2, 2/2, etc.).
- ▶ Please be sure to bring the tracking or confirmation numbers from the carrier that is responsible for shipping the display items to the fair in case it is needed.
- ▶ Your organization is responsible for preparing the labels and securing them on displays that will be shipped back to you after the fair.

NETWORKING/RECRUITING OPPORTUNITIES

Additional networking and recruiting opportunities are available to employers. These events are optional. Please indicate your attendance on the registration form. Confirmation emails will be sent with your final schedule and relevant details.

For communications now and throughout the year, email Agriculture Career Services at AgCareerFair@purdue.edu. Please email by August 23 if you need to cancel your reserved interview space.

► RESUME REVIEW

Monday, September 30, 2024

Location: Agricultural Administration Building, Room 121

Time:

- **Option 1)** 10:00 AM - 12:00 PM (EST)
- **Option 2)** 1:00 PM - 3:00 PM (EST)

Employers and students will have the opportunity to interact in a casual setting. If you would like to help review resumes, indicate your interest and time preference on the registration form. Space is very limited. You will receive confirmation of your participation in August.

► ON-CAMPUS INTERVIEW DAY

Wednesday, October 2, 2024

Location: Purdue CCO, 2nd Floor of Young Hall

Employers will have an opportunity to interview students on campus the day after the fair. Students will schedule interview times with employers during the fair. Interview space is limited.

► POSTING JOB AND INTERNSHIP OPPORTUNITIES

Posting employment opportunities to the [College of Ag job board](#) may increase student engagement at the career fair. If your jobs are associated with your career fair attendance, include a statement in your description that you'll be attending the College of Agriculture Career Fair.

- Email a PDF or link of your job description with contact information and application deadlines to AgJobs@purdue.edu.
- Employers may also post job opportunities at the university level using their myCCO account. The CCO jobs site is visible to Purdue students and alumni who have myCCO accounts.

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QUESTIONS?

Payment and Shipping Questions:

Erica Wilson
Purdue University, Conferences
Stewart Center Room G32
128 Memorial Mall
West Lafayette, IN 47907
Phone: 765-494-7221
Email: ericaw@purdue.edu

General Registration Questions:

Charlotte Owings
Assistant Director for Career Services
Purdue University, College of Agriculture
Phone: 765-494-8470
Email: agcareerfair@purdue.edu

[CLICK HERE TO REGISTER](#)