

SPRING 2024 CAREER FAIR

FEBRUARY 28 • 10:00 AM - 2:30 PM EST

France Cordova Recreational Sports Center
355 N. Martin Jischke Drive, West Lafayette, IN 47907

The College of Agriculture hosts career fairs in the fall and spring semesters. More than 250 companies and 1500 candidates attend annually. Students and alumni have the opportunity to learn about these organizations, submit resumes, and interview for permanent or internship positions.

Students who are freshmen and sophomores, have related majors in other colleges at Purdue, and are from partner institutions are welcome to join upper-level Agricultural students at the career fairs to learn about careers and develop the art of professional conversations very early.

REGISTRATION DETAILS

- ▶ **Registration closes Weds, January 31 at 12:00 p.m. EST or when capacity is reached.**
- ▶ Employers will use [myCCO Simplicity Manager](#) to register for the Career Fair.
- ▶ New and returning employers, please review this document carefully before submitting your registration form.

REGISTRATION DETAILS

- ▶ The college is able to host 170 employers in the Gold and Black Gyms in the Cordova Recreational Sports Center.
- ▶ There is a flat registration rate for booths and additional representatives. The flat rate is used to manage costs and capacity for parking and the venue.
- ▶ The flat rate includes registration for two representatives. One additional representative may be added per booth for an additional fee (see [Registration Packages and Representative Fees](#)). If you register more than three representatives, an additional booth fee is required.
- ▶ Employers may register for a maximum of three booths immediately.
- ▶ The College of Agriculture partners with Purdue's Center for Career Opportunities (CCO) to implement registrations. Employers will use [myCCO Simplicity Manager](#) to register.
- ▶ **IMPORTANT NOTES:**
 - **Payment is expected at the time of registration.** A payment link will be included in the registration email. Employers will use Cvent to submit payments.
 - New employer myCCO accounts will need to be approved by the CCO before their fair registrations 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 upload their company's logo when completing their registration form. JPG or PNG formats only.
 - Employers will have access to Resume Books in myCCO Simplicity 2 weeks prior to and 4 weeks after the fair. Resume Books can only be downloaded by the individual who submitted the registration.
- ▶ 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 booths 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.

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REGISTRATION PACKAGES AND FEES

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

- ▶ **Large Company** (50 or more employees) _____ \$450.00
- ▶ **Small Company** (fewer than 50 employees) _____ \$300.00
- ▶ **Non-Profit Organization** _____ \$150.00
- ▶ **Additional Representative Fee** _____ \$150.00

COMPANY REGISTRATION FEE INCLUDES:

- One 6' x 30" skirted table and two chairs.
- Lunch for a maximum of **two** company representatives.
- Electricity should be requested on your registration form and will be provided in the middle of both gyms, and on the west side of the 1, 2, and 3 Gold Black Gym.
- Wireless Internet Connection – Companies must provide their own hardware (computers, wireless network cards). Directions and passwords to login to the campus wireless network will be provided.
- One complimentary parking pass (See PARKING PASS DETAILS)

Additional Representative Fee Includes:

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

▶ **NOTE:** An extra table and flat package registration rate will be required if four or more representatives plan to attend.

CANCELLATION AND LATE PAYMENT POLICY

Equipment, parking and hospitality are ordered based on registrations and your company's attendance is promoted to students immediately.

▶ **Fee Refund Policy** – A full refund will be given if cancellation is made by January 31 at 12:00 p.m. ET. Cancellations after January 31 are non-refundable.

▶ **Late Payment Policy** – Payment is required to complete registration. If payment is not received by January 31 at 12:00 p.m. ET, then requested booths may be reassigned.

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PARKING PASS DETAILS

- ▶ **Employers must arrive between 8:00 AM and 9:45 AM 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 and for those who choose to drive separately. 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, on Thursday, February 22, 2024. (The university does not receive deliveries over the weekend).
- ▶ Mark all items: **HOLD FOR AGRICULTURE CAREER FAIR** and indicate the number of pieces (for example: 1/2, 2/2, etc.).
- ▶ Ship items to:
Attn: ERICA WILSON, FOR AGRICULTURE CAREER FAIR
Purdue Conferences
128 Memorial Mall Drive, Stewart Center Room G32
West Lafayette, IN 47906
- ▶ 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.
- ▶ The organization is responsible for preparing the labels and securing them on displays that will be shipped back to you after the fair.

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NETWORKING/RECRUITING OPPORTUNITIES

Additional networking and recruiting opportunities are available to employers. These events are optional. 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. Email by January 31 if you need to cancel your reserved interview space.

► **ON-CAMPUS INTERVIEW DAY**

Thursday, February 29, 2024

Location: Purdue CCO, 2nd Floor of YONG 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 on February 28, 2024.

- 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 website is visible to Purdue students and alumni who have CCO accounts.

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QUESTIONS?

Payment and Shipping Questions:

Erica Wilson
Purdue University, Conferences
128 Memorial Mall Drive
Stewart Center Room G32
West Lafayette, IN 47906
Phone: 765-494-7221
Email: ericaw@purdue.edu

General Registration Questions:

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

[CLICK HERE TO REGISTER](#)