

CAREER & INTERNSHIP FAIR



EMPLOYER INFORMATION

A quick guide to help you prepare for the fair.

PRE-EVENT INFORMATION



MATERIALS TO BRING

Suggested materials to bring include Company promotional material(s), company table drape (if available), position descriptions of available opportunities, application information, and business cards.



ELECTRICITY

Should you require access to electricity at your table location, please contact the Career Development Center prior to the deadline. Requests received after the deadline cannot be accommodated.



DOLPHIN CAREERLINK

Upload all positions to our online job portal, **Dolphin CareerLink** so that students have an additional source for information. **Recruiting for academic internships?** Please review CSUCI's internship guidelines at go.csuci.edu/employers.

DISPLAY GUIDELINES



- Space is limited between tables, so please restrict display size to a 6-foot tabletop or 7-foot freestanding.
- Vehicles, trailers, tents, large banners, or oversized marketing materials are prohibited in event space.
- Please do not rearrange table position, relocate table to another section, or occupy an adjacent vacant table.



DOWNLOAD THE APP

The **Career Fair Plus** app can help facilitate your experience at the event with real-time information. Available for Apple or Android.

CAREER & INTERNSHIP FAIR



DAY-OF-EVENT INFORMATION



REGISTRATION

Registration opens at 8:30 a.m. Please arrive by 9:30 a.m. to ensure adequate time for parking, check-in and set up.



FOOD

BREAKFAST items and refreshments will be available from 8:30 to 10:30 a.m. **LUNCH** will be available at noon.



WEATHER

Please be mindful of the weather as you prepare for the event. Tables will be located outside with partial shade provided by the Broome Library overhang. We recommend you bring a hat, sunscreen and/or jacket to ensure your time at the fair is enjoyable. A small personal umbrella is acceptable.



PARKING

Standard & Career Partner Registrants: Lot A2

Enter campus from Lewis Road at University Drive. Directional Signage will be available to assist you.

Dolphin VIP Partner Registration: Lot R

Enter campus from Lewis Road at Camarillo Street. Follow directions enclosed in the confirmation email.

A parking attendant will be available at the entrance to the A2 lot and will provide you with your allotted parking permit. Additional vehicles over your package allotment must purchase a daily parking permit from a parking machine located in the A1 or A3 lot. For a campus map, visit:<http://www.csuci.edu/about/maps.htm>.



PLEASE NOTE: Any parking citation received is at the owner's expense and will not be waived/reimbursed. Violations include parking on campus with no valid permit displayed; parking in spaces designated as Visitor, Faculty, or Restricted; and parking in a red zone.