2016 SPRING CAREER WEEK
FEBRUARY 3-5

Recruiter Registration Information
November 2015

Dear Employer,

Career Development Services at Alabama A&M University is pleased to invite you to participate in our 2016 Spring Career Week, which includes Employer Roundtables, Spring Career Fair and Interview Day. At these events, you or your representative(s) will have an opportunity to meet and speak with talented students who are enthusiastically seeking internship, co-op and career opportunities.

More than 1,000 students participated in the Fall 2015 Career Week activities. Surveys completed by students and employers deemed the event to be a success!

You can access details about the Spring Career Week 2016 including registration details, by logging into your BULLDOGCareers account, or by setting up a new one at https://www.myinterface.com/aamu/employer. Please sure to complete the entire registration form. Additional information will be sent upon completion of the registration process.

Should you have any questions or need additional information, please contact Angel Lee-Anthony, events and recruitment specialist, at 256.372.8220 or angel.leeanthony@aamu.edu.

We look forward to seeing you on The Hill on February 3, 2016, if not sooner. Please let me know if my staff or I can be of additional assistance.

Sincerely,

Yvette S. Clayton
Director, Career Development Services
UNIVERSITY OVERVIEW

Location
Situated in the northern section of Huntsville, a burgeoning high technology center, Alabama A&M University (AAMU) is a coeducational land-grant institution of higher learning serving over 5,000 students. Founded in 1875, the University is a dynamic, progressive institution with a strong commitment to academic excellence.

Accreditation
Alabama A&M University is accredited by the Southern Association of Colleges and Schools, as well as by the Accreditation Board for Engineering and Technology, Council on Social Work Education, National Council on Accreditation of Teacher Education, American Library Association, American Planning Association, and Institute of Food Technologies.

Curricula
The University offers baccalaureate degrees through four colleges: College of Agricultural, Life and Natural Sciences; College of Business and Public Affairs; College of Education, Humanities and Behavioral Sciences and the College of Engineering, Technology and Physical Sciences. The School of Graduate Studies offers master’s level work in numerous fields as well as doctoral work in applied physics, plant and soil sciences, food science and reading.
SCHEDULE

EMPLOYER ROUNDTABLES
WEDNESDAY, FEBRUARY 3
College of Engineering, Technology, and Physical Sciences | Arthur J. Bond Hall &
College of Business and Public Affairs | New School of Business

3:30 PM – 3:50 PM  Recruiter Check-In (room assignments)
4:00 PM  Employer Roundtables Begin, Session I
4:30 PM  Break
4:40 PM  Employer Roundtables, Session II
5:10 PM  Break
5:20 PM  Employer Roundtables, Session III

CAREER FAIR
THURSDAY, FEBRUARY 4
Student Health & Wellness Center Gym
Note: temporary parking for immediate unloading is near the entrance immediately adjacent to the building

9:00 AM – 9:45 AM  Recruiter Check-In and Booth Setup | Note, new set up time
  (student volunteers will meet you at the door ready to assist)
9:00 AM – 10:30 AM  Continental Breakfast - Multipurpose Room
10:00 AM – 2:30 PM  Career Fair
11:00 AM – 11:45 AM  Lunch – Group 1
12:00 PM – 12:45 PM  Lunch – Group 2
Multipurpose Room, a lunch ticket is provided with your Career Fair ID badge
3:00 PM  Booth Break Down and Shipping

INTERVIEW DAY
FRIDAY, FEBRUARY 5
Ernest Knight Center, Reception Hall

8:30 AM – 9:00 AM  Recruiter Check-In & Continental Breakfast
9:00 AM – 2:00 PM  Interviews (Two interviewers share the same schedule, ten, 30-minute interviews.)
1:00 PM – 3:00 PM  Lunch, Ernest Knight Center - VIP Dining Room
CAREER WEEK | Events

Employer Roundtables (Three 30-minute information sessions)
WEDNESDAY, FEBRUARY 3
4:00 PM – 6:00 PM
College of Engineering, Technology, and Physical Sciences | Arthur J. Bond Hall
College of Business and Public Affairs | New School of Business
Employer Roundtables provide an opportunity for organizations to communicate their brand, describe career opportunities and answer students’ questions through three, 30-minute information sessions. Recruiters will remain in their assigned classroom and students will rotate to other sessions of interest. There is a planned 10-minute break between each session.

Recruiters attending the Career Fair and/or Interview Day are invited to participate in the Employer Roundtable sessions. They can sign up when completing the registration for Career Fair or Interview Day in BULLDOGCareers, www.myinterfase.com/aamu/employer by Friday January 15, 2016. Note: Space is limited. Room assignments will be provided to confirmed employers by January, 25.

At the conclusion of the Employer Roundtable event, CDS will host an Invitation Only Reception at 6:00 pm for employers, faculty and students.

Career Fair
THURSDAY, FEBRUARY 4
10:00 AM – 2:30 PM
Student Health & Wellness Center Gym
The Career Fair will be conducted in an exhibit setting in the Student Health & Wellness Center - Gym. Employers represent private industry, federal, state and local government, education and the military. They provide career information and have an opportunity to speak with AAMU students who are interested in learning more about internships, co-ops and full-time employment opportunities. Faculty members are invited to stop by to speak with employers.
Interview Day
FRIDAY, FEBRUARY 5
9:00 AM – 2:00 PM
Ernest Knight Center, Reception Hall

Interview Day is conducted in the Reception Hall of the Ernest Knight Center the day following the career fair. Students who are fully registered with CDS and are seeking co-ops, internships or permanent employment opportunities, are allowed to interview with interested recruiters.

Employers who elect to participate in Interview Day must complete all of the required information in the Interview Profile section in BULLDOGCareers. The Interview Schedule will be a PRESELECT schedule.

PRESELECT: Pre-select is an employer pre-screen option. CDS will prepare a resume packet for employers to review and to select candidates based upon the job description, hiring criteria and other application materials provided in the Job Profile section of the employer registration created in BULLDOGCareers.

30-MINUTE INTERVIEW SCHEDULE (10 interviews): The first interview begins at 9:00 am and the last interview concludes at 2:00 pm. The completion of the candidate evaluation form is a part of the 30 minute interview timeslot. There are no breaks between interviews. Note: Two interviewers share the same schedule.

CANDIDATE SELECTION: Once employers have selected the students they would like to interview from the preselect resume packet, interviewees are notified by CDS and are instructed to choose an interview time. CDS will provide employers a copy of their interview schedule upon completion. If interview slots remain open two weeks before Interview Day, employers must notify CDS of their intention to fill the slots at Career Week events, or to invite students to sign up. Please select students that are fully registered with Career Development Services.

If you have any questions about this portion of the event, please contact Angel Lee-Anthony at angel.leeanthony@aamu.edu.
REGISTRATION

Registration is completed online at BULLDOGSCareers, www.myinterface.com/aamu/employer. Once the registration has been approved, invoices are electronically generated and will be emailed to the individual that completed the registration.

There is a $50 late fee after Friday, January 15. The names of employers that register after this deadline might not be included in Career Fair materials. Registration closes Friday, January 22, 2016.

Electricity is available at the Career Fair for an additional fee of $10.00 (per booth) at the time of registration. A limited number of electrical outlets will be made available. Requests for electricity should be made at least ten days prior to the event, if it was not checked on your registration form.

PAYMENT

Payment methods include credit card or check. Organizations have the option to pay by mail or online (BULLDOGSCareers).

GOVERNMENT/NON-PROFITS

A government organization is considered a federal/state agency or local municipality. A non-profit organization will be determined by Section 501(c)(3) status.

CANCELLATIONS

No refunds will be issued for cancellations made after 5:00 pm on Friday, January 22, 2016.

LUNCH & REFRESHMENTS

Continental breakfast and beverage service will be available in a reserved area of the Student Health & Wellness Center (Career Fair) and the Ernest Knight Center (Interview Day) throughout both events.

Career Fair

Lunch for the Career Fair will be served from 11:00 am to 12:45 pm. Since the peak period for student participation at the Career Fair is expected between 11:00 am and 1:00 pm, participants will be scheduled to go to lunch in two groups (11:00 am-11:45 am and 12:00 pm-12:45 pm) in the Multipurpose Room. A lunch ticket is provided with each ID badge.

Interview Day

Lunch will be served from 1:00 pm to 3:00 pm in the VIP Dining Room in the Ernest Knight Center.

PARKING

Career Fair parking areas are located around the Student Health & Wellness Center Gym for Thursday. Space is limited once students begin arriving at 10:00 am. Parking for Interview Day will be in the area in front of the Ernest Knight Center; overflow parking will be in the Patton Hall lot on Meridian Street, across from the Ernest Knight Center and behind Councill Training Center.

Please note that parking is prohibited along red curbsides and in reserved, numbered spaces. Park your car only in an unnumbered space. Avoid parking in unloading areas, move your vehicle after unloading. Parking is FREE, however; the provided a permit is required. Please place your parking pass on your dashboard.
TITLE SPONSOR OF CAREER WEEK | $1500 | 6 Recruiters

Become a Title Sponsor of Career Week. Recognition in all CDS materials. Prime booth placement. Limited to 6 partners. Title sponsorship includes:

CAREER FAIR Registration: 2 booths (10' x 10'), 2 topped and skirted tables, 6 chairs, a company sign (2'x6'x30) a wastebasket and continental breakfast and lunch for 6 representatives. Electricity is included.

INTERVIEW DAY Registration: 3 booths (10' x 10'), 1 topped and skirted table per booth for 2 recruiters per booth, a company sign (2'x6'x30) a wastebasket and continental breakfast and lunch for 6 representatives.

Standard Registration | 2 Recruiters

Career Fair Registration fees include: One booth (10’ x 10’), one topped and skirted table, two chairs, a company sign (2’x6’x30) a wastebasket and continental breakfast and lunch for two representatives.

Interview Day Registration fees include: One booth (10’ x 10’), one topped and skirted table, two chairs, a company sign (2’x6’x30) a wastebasket and continental breakfast and lunch for two representatives. Two interviewers share the same schedule, ten, 30-minute interviews.

<table>
<thead>
<tr>
<th>Recruiter Type</th>
<th>Career Fair Only Rate</th>
<th>Interview Day Only Rate</th>
<th>Career Fair &amp; Interview Day Combined Rate</th>
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<td>Corporate</td>
<td>$325</td>
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<td>$375</td>
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<td>Non-Profit/Gov’t</td>
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Standard Registration: Additional Booth (Required for more than 4 Recruiters)

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<th>Recruiter Type</th>
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Additional Recruiters

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Unexpected Representative: $60 fee incurred for attending the event without prior registration.
Spring Career Week 2016 at Alabama A&M University | February 3-5

CAREER FAIR FLOOR PLAN

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| 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 |

Title Sponsor Booths: 1, 16, 31, 46, 73 & 78.
Prime booth placement. Limited to 6 partners.
TERMS OF PARTICIPATION

• To participate in the Career Fair or Interview Day, employers must register and make full payment by the designated fee deadline. Late payments will not guarantee electrical access or advertising in printed materials.

RIGHT TO REFUSE SERVICE

The Alabama A&M University Career Development Services Department reserves the right to refuse participation to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students/alumni are injured or exposed to unsafe working conditions; if the employer discriminates; or if Career Development Services receives complaints from students/alumni about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstances. We also reserve the right to refuse service to employers for factors such as the following:

Illegal and/or Unethical Activities

• Failure to adhere to Career Development Services’ policies and/or any violation of AAMU equal opportunity regulations and rules, and local, state or federal laws
• Information from students of improper or illegal recruiting or employment practices, harassment of students, alumni or staff
• Breach of confidentiality of student information without prior written consent of the student
• Requiring students to pay personal funding to obtain a position

Non-disclosure of Information

• The organization misrepresents the positions or company information through dissemination of dishonest information or absence of information
• Failure to accurately describe the responsibilities and requirements of the employment opportunity in all publicity, including publicity for employer information sessions
• The organization fails, for any reason, to provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements

Payment

• The organization fails to submit payment/documentation of payment for any Career Development Services events that require fees.
INCLEMENT WEATHER

In the event of severe weather causing the University to be closed (which will automatically include cancelation of all events on campus), a notice will be posted on Alabama A&M University’s website. We will attempt to send a notice. Please check the University’s website before you travel to campus. Listed below are the plans Career Development Services will implement regarding severe weather and the career fair.

University Open
If the University remains open, the career fair will continue to be held. Although caution is advised, attendance at the career fair will be up to the discretion of the attendee. (Career Development Services will not be responsible for ensuring that employers or students will attend.) Employers who cancel will be held to the Career Development Services' cancellation policy as noted in the registration section.

No-show, no cancellation, or companies that cannot attend due to inclement weather in their area will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request (extra tables, electricity, additional representatives, etc). Failure to pay will prevent the organization from registering for future events until full payment is received.

University Closure
If weather conditions are such that it would be very unsafe for students or university employees to attempt to go to work or class and results in a university closure, the career fair will automatically be cancelled as part of the larger institutional closure.

Should inclement weather prevent an event from occurring on the scheduled date, Career Development Services will attempt to reschedule the event. If the organization still chooses to participate on the rescheduled date, all fees, as well as, cancellation policies will apply.

Due to expenses incurred in order to host the fair, if CDS cannot reschedule the event, a refund of 75% of the total amount of registration fees paid will be refunded to the registered organizations. In addition, upon your notification and request to our office, if your organization cannot attend the rescheduled event, a refund of 75% of the total amount of registration fees paid will be refunded to your organization.

CAREER DEVELOPMENT SERVICES | Contact

The Career Development Services office is located in Patton Hall, Room 101. Contact CDS at 256.372.5692 and faxes can be sent to: 256.372.5689.

Career Development Services Staff
Yvette S. Clayton, Director
Karla I. Miller, Assistant Director
Angel Lee-Anthony, Events & Recruitment Specialist
Tangela Rutledge-Gale, Career Counselor/Recruiter