



Thank you for participating in UAH's Spring 2015 Career Fair! We are very happy to host your company on campus and we are looking forward to a very exciting event. I wanted to take this opportunity to confirm the details of the event. Please let me know if you have any questions or have additional needs.

Career Fair

Career Fair Date	Wednesday, January 28th
Event Time:	10:00 am – 2:00 pm
Event Location:	University Fitness Center 500 John Wright Drive, Huntsville, AL 35805

Event Schedule*

Employer Set-Up	8:45 am – 9:45 am (Breakfast Items & coffee)
Doors Open to Students	10:00 am
Lunch	11:30 am – 1:00 pm (Provided by Smokey's BBQ)
Career Fair Ends	2:00 pm
*Exhibit Break Down	2:00 pm

***Please be aware that due to class schedules, some of our students may not be able to attend Career Fair until the latter part of the event. We ask that you hold on breaking down your exhibit until 2:00 pm, at which time we will have staff members available who can assist you, should you need it.**

All booths will have electrical outlets available. Please be sure to bring extension cords or any other type of cable that you may need for your display. We apologize, but we are unable to provide these for you.

Parking

There is a parking garage located directly across the street from the Fitness Center where you can park with no fee. Please come to the Fitness Center entrance when you arrive on campus if you need to unload materials from your car. Student Success Center staff will be available to assist you at that time.

Shipping**

To ship materials to the event, please send to the address below so that it arrives no later than afternoon delivery on Monday, January 26th. Please make sure that your company name is listed somewhere on the outside of the packaging. Your materials will be waiting for you at your booth on the day of the event.

Shipping Address: UAH
301 Sparkman Drive
Central Receiving
Attn: Kellee Crawford, Career Fair
Huntsville, AL 35899

****If you need to have your shipment returned or forwarded to another address, please provide an appropriate shipping label and our Shipping Department will ensure that it is sent out. Please be sure this information gets to Kellee Crawford and is not left at your table.**

For those registered to participate in Interview Day

**Interview Day Dates Thursday, January 29th & Friday, January 30th
Event Time: 9:00 am – 5:00 pm
Event Location: University Center Exhibit Hall

** If you are unsure whether you have registered for Interview Day, please contact me (kellee.crawford@uah.edu or 256-824-6938).

Scheduling Interviews

Most often, employers will post positions for Interview Day in advance of Career Fair through our Charger Path system. Charger Path is our career management system and is offered as a free service to employers, students and alumni. If you have not posted a position and would like to, please forward a job description to us (chargerjobs@uah.edu) and we'll be happy to post it for you. By posting your position, you have the opportunity to pre-select candidates and invite them to schedule their interview through Charger Path.

Some employers prefer to pre-select a certain number of candidates and then choose the rest at Career Fair while others prefer to make all of their selections at Career Fair.

On the day of the Career Fair, you will receive your interview schedule and room assignment in your folder at your booth. If you select candidates at Career Fair, we ask that you provide us with a list of those students so that we have that information at Interview Day.

Interview Day Schedule

Interviews will take place in various locations on campus and are 30 minutes in length typically beginning at 9:00 am with a morning break scheduled from 10:30 – 10:45, lunch from 12:15 – 1:15 and an afternoon break from 2:45 – 3:00. **If you need a different schedule, please let me know and I'll be happy to make the necessary adjustments (kellee.crawford@uah.edu).** On Interview Day, a Career Coordinator and Co-op Ambassador will be available at your location to assist you in any way.

Lunch

Your lunch hour is your own and there are many dining options available to you both on campus and within minutes of campus.

Dining choices within our new Charger Union include World of Wings (wings, burgers, wraps, salads) and Dunkin' Donuts. In Charger Village residence hall, we offer Chick-Fil-A, Papa John's pizza and Boar's Head deli sandwiches in the convenience store. On the north side of campus at the University Center, options include Charger Brew which offers Starbucks coffee, smoothies, salads and sandwiches to go; Charger Café, our traditional student dining facility offering buffet style options for lunch and Sandella's Flatbread Café that provides flatbread sandwiches, wraps and pizzas. For details about any of the dining options on campus, please go to www.uah.edu/dining.

Located less than 10 minutes from campus are restaurants such as Quizno's, Schlotzsky's, Bojangles, Wintzell's Seafood, and TGI Fridays, to name a few. We'll be happy to provide additional choices if you would like.

Please let us know if you have any special needs or if we can assist you in any way. We look forward to seeing you at Interview Day!