Recruiter's Guide

School of Information Sciences & CARLI Networking & Career Fair
November 14, 2019

Fair: 2:30–5:30 PM :: Reception: 5:30–7:30 PM

Holiday Inn Conference Center
101 Trade Center Drive, Champaign, IL 61820

ILLINOIS
School of Information Sciences

CARLI | Consortium of Academic and Research Libraries in Illinois

University of Illinois at Urbana-Champaign Recruiting Principles & Guidelines for Employment Offers and Acceptances

The University of Illinois endorses the National Association of Colleges and Employers' principles for professional conduct and the policies of the University of Illinois Career Services Council. (Full text available at http://www.naceweb.org/principles and http://hireillini.com/recruitment-policies, respectively.) These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. The principles follow from three basic precepts for career planning, placement, and recruitment:

- All parties benefit when there is open and free selection of employment opportunities in an atmosphere conducive to objective thought, i.e., where job candidates can choose optimum long-term uses of their talents that are consistent with personal objectives and all relevant facts;
- All parties benefit when the recruitment process is fair and equitable; and
- All parties benefit when candidates make informed and responsible decisions.

If you must rescind an offer, you shall contact the students and appropriate career services office immediately. Internship or full-time offer reneges are a serious breach of the student use agreement; should this occur, please contact the appropriate career services office immediately.

All employers should extend offers in writing and be prepared to exhibit written offers to the appropriate career services office. Illinois does not condone the use of exploding offers or any other practice that puts unreasonable pressure on student. These offers do not afford a candidate the appropriate amount of time to either accept or decline and put enormous pressure on students to make a decision before they have completed the interviewing process. We understand that firms need to know their hiring needs prior to the start of recruiting, however, it is in the firm's and students' best interest if students are granted ample time to make informed decisions.

Offers resulting from fall interviews for FT or internship offers cannot expire until three weeks after the offer is made.

By attending the School of Information Sciences Networking & Career Fair, you agree to abide by the University of Illinois Principles & Guidelines listed above.

Ensuring a Successful Career Fair

Preparation is the key to your success at the Shool of Information Sciences+ CARLI Networking & Career Fair.

Before the Fair

Be sure to post any current or upcoming practica, internships, or full-time jobs on Handshake (handshake.illinois.edu) before the fair. Students will want to know what you're looking for so they can craft a pitch with their relevant experience. If you're attending to network instead of to recruit, please indicate that in your career fair registration. Include a description of your organization as shown below in this screen capture from Handshake. Edits to the description on the registration form will not affect the description on your organization's main account.

Basic Information

Company/Organization Description

> The University of Illinois at Urbana-Champaign, School of Information Sciences (iSchool) is recognized as a premier institution, consistently named the top LIS school in the nation. The iSchool at Illinois has earned its reputation by creating

The career fair organizer has set a limit. 525 characters remaining

Connecting with Students

Let students know why you're there. Please indicate whether you're hiring or not, and what types of opportunities are available (as shown below in this screen capture from Handshake).

Looking For

Employers should fill out the following fields, others can leave them blank.

* Jobs on Handshake

[Choose jobs...]

☐ **My job isn't posted on Handshake, let me type my own.**
☐ **I'm not hiring for a specific job right now**

Note: Jobs are only visible to students if they are posted at their school.

☐ **Is this position located in the United States?**

☑ **Accept all majors**

Major Groups

Interested in selecting a specific major? Select it here

[Select Major Groups]

Major Groups

Computer Science, Information Systems & Technology

[Cyber Security] [Data Science] [Software Design] [Library Sciences]
[Computer Science] [Computer Programming]
[Information Systems Management] [Data Mining]

[Select Major Groups]

To specify library majors: select major groups > Computer Science, Information Systems, & Technology > Finish. Then, click on the blue lozenges to narrow your areas of interest.

Employment Types

☐ Full-Time
☐ Part-Time

Job Types

☐ Job
☐ Internship
☐ Cooperative Education
☐ Experiential Learning
☐ On Campus Student Employment
☐ Fellowship
☐ Graduate School
☐ Volunteer

School Years

☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Masters
☐ Doctorate
☐ Postdoctoral Studies
☐ Alumni

Location Information

The fair takes place at the Holiday Inn, 101 Trade Centre Drive, Champaign, Illinois 61820. Parking is available ih the main lot southwest of the conference center.

When to arrive

The fair will begin promptly at 2:30 PM. You may arrive up to two hours early, or no later than 2:00 PM to set up your table and prepare to meet the students.

Who to bring

Each table is large enough to accommodate two recruiters, so consider bringing an iSchool alumni in addition to directors. Please make sure all attendees are briefed on internship, full-time, and practicum opportunities available with your organization.

What to bring

Please bring:
- Tablecloth
- Information about your organization and jobs, internships, practica, etc.
- Stories about what makes your organization a great place to work
- Questions for students
- Swag - pens, keychains, etc.

Swag can be mailed to the location in advance, please use the following address.

iSchool + CARLI Networking and Career Fair
c/o Chandre Johnson
Holiday Inn Conference Center
101 Trade Center Drive, Champaign, IL, 61820

Space

Each organization will receive one 6' table (please be sure to bring a tablecloth). You will be provided with a map and escorted to your table by a student ambassador when you arrive. If you require electricity for your display, please contact mplante@illinois.edu immediately as outlets are limited.

What students will want to know

What opportunities are available?   What skills are you looking for?
Can I give you my resume?   Can I have your business card?
How can I follow up with you?   What is your hiring timeline?

Wrapping up the event

The event lasts from 2:30 pm to 5:30 pm. We'd love you to join us, so please register for the reception by October 25 at go.illinois.edu/iSchoolFairMix2019.

If you need to ship displays or materials on to another location after the fair, please make sure your boxes are secure with shipping labels completed and attached.

Following up

You may wish to capture student information so you can follow up after the fair. You may want to bring a sign-in sheet, have an online form ready to capture names and emails, or provide website links for student applications.

Hotel Accomodations

Accommodations for November 14 are available for a reduced rate of $70 + tax. Please use the code "CFC" when making your reservation by phone (217-398-3400) or online at www.ihg.com/holidayinn/hotels/us/en/champaign/cmitc/hoteldetail before October 14, 2019.

Who to contact

Michele Plante (mplante@illinois.edu), Employer Relations Coordinator , can answer questions about the fair, recruiting, or students. For questions about lodging or shipping materials to the event, please contact Chandre Johnson at cjohnson@holidayinncu.com.

CARLI MEMBERS

Please note, the career fair and the annual meeting will be held at two separate loctions.
Fair: The Holiday Inn Conference Center at 101 Trade Center Dr., Champaign, IL 61820
Annual meeting: The iHotel at 1900 S. 1st St., Champaign, IL 61820