Below is a visual representation of the volunteer spots that need to be filled on Weds Feb 18th and Thurs Feb 19th for OSU’s Winter Career Fairs.

**Click on the Position names in the chart to see duty descriptions**

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<th>Position</th>
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<th>10-11a</th>
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**To Volunteer for the All-Majors Fair Wed Feb 18th CLICK HERE**

**To Volunteer for the Engineering Fair Thurs Feb 19th CLICK HERE**

Updated: January 26, 2015
CAREER FAIR SETUP
7:30am-8:30am

Help set up for the career fair (requires some heavy lifting)

Report to the volunteer check-in at the student entrance. You may be assigned to any/all of the following duties:

1. Help neatly place printed materials on the correct volunteer tables by referring to the fair map. Refer to the diagram.

2. Help place nametags on the correct employer tables by referring to the employer list and fair map.

3. Help mark and carry employer packages to the correct tables. Involves sorting, referring to employer list and map, and heavy lifting. Rolling carts will be available.

4. Help with other set up duties, possibly including putting up signs, setting up computers, moving tables, etc as needed.

CLICK TO RETURN TO VOLUNTEER CHART.
EMPLOYER ESCORT

8:30 am-11:00 am

Assist employers by greeting them and directing them to their assigned booths.

After checking in, report to the Employer Entrance, which is located on the side of CH2M Hill by the carport. Please dress nicely but comfortably, as you will be unloading items. Also dress warmly, as you will be spending some time outside and inside.

1. Ask for a parking pass from the Parking Pass Lead. Please do not take any passes without the Parking Pass Lead’s permission. Make sure parking pass is stamped with date.
2. When employers pull up to the covered area, welcome them to our fair and ask their company name (remember it!). Give them the parking pass.
3. Employers should place the parking pass in the front dash of their car. Specify which areas are available for employer parking. Direct employers to parking garage, and ask them to check in at the employer check-in table outside after parking. Tell employers you will take their items to their booth while they are parking.
4. Tell the employer if they need to unload items, they can start doing so.
5. Report company name to Parking Pass Lead, who will check it off.
6. If the employer is unloading items, ask if you can assist them.
7. While the employer is parking, if they unloaded items, carry their items to their assigned table for them.
8. When employers walk up to the check-in table after parking, greet them, ask their company, and find their company’s table on the map.
9. Escort the employers to their table. Be friendly and conversational!

While escorting employers to their table, please inform them of the following:

A. Door prizes will be given away every hour beginning at 1:00pm, with increasing values; grand prize at 4 p.m.! Remind the employers to deposit one business card in the drawing bowl, or give it to you and you can drop it in for them (located next to the Employer Services table inside)
B. Food (Located in Multi-Purpose Room): point them in the right direction! Breakfast items until 10:30 am, then brunch from 10:30 am until 1:30 pm.
C. Restrooms: in the hallway near the employer entryway
D. Wireless internet code is provided in the welcome letter on their table.
E. Copies: If they need to make copies, direct them to the Alumni Center’s reception desk, which is located in the foyer.
F. Extension Cords & Easels: Refer them to the Alumni Center’s Reception desk.
G. Visit the Employer Services table with any questions

CLICK TO RETURN TO VOLUNTEER CHART.
ROAMING NAMETAG ASSISTANT
9:00 am - 11:00 am

Roam the fair and talk to employers in order to make/ correct employer nametags.

After checking in, report to the Employer Services table near the Employer Entrance.

1. Before starting work, check in with the Career Services staff at the Employer Services table to sign the sheet and check out an iPod Touch or other electronic device. You will be responsible for this specific device while volunteering.

2. Roam the fair and check in with newly arriving employers at their booths. Try to greet every employer at the fair.

3. Ask all employers if the nametags at their booth are spelled correctly or if they need any extra nametags.

4. If they need a new nametag made or a nametag to be corrected, use the provided iPod Touch or tablet to input the employer’s name, company, and other info. Show the information to the employer to check for accuracy before submitting.

5. Tell the employer that someone will bring them their nametag(s) when completed.

CLICK TO RETURN TO VOLUNTEER CHART.
NAMETAG TABLE ASSISTANT

9:00 am - 11:00 am

Assist at the Employer Services table to make and deliver nametags to employers

After checking in, report to the Employer Services table near the Employer Entrance.

1. Help Career Services Staff assemble employer name tags.

2. Take nametags to employers after they are complete and assure that they are correct. If they are not, use iPod Touch or tablet to input employer information, verify with employer, and return to Employer Services table.

3. Help with answering questions and other duties at the Employer Services table.

CLICK TO RETURN TO VOLUNTEER CHART.
BACKPACK/ COAT CHECK-IN

10:30 am-4:00 pm

Check-in student’s backpacks and coats so they don’t have to carry them during the fair and to avoid overcrowding.

Report to the backpack check-in room, located near the student entrance, to the left of the backpack check-out room.

1. Greet students and advise them to take anything out of their backpacks/ coats that they may need during the fair (resumes, pen and paper, etc).

2. Receive backpacks and coats to check-in. If needed, ask students if they can consolidate their items, put coats into bags, etc.

3. If students cannot consolidate, check backpack and coat (or extra bags) separately.

4. Clip a bag number card onto a visible place (top handle) of backpack/bag and/or place coat number card on a hanger and place the coat on the hanger.

5. Give the student the matching number card(s) and tell them to present it at the backpack check-out door to receive their items before leaving the fair.

6. Carry the backpacks to the check-out room and place neatly in the correct numeric section (based on 100’s, eg. 100, 200, 300). Bags do not need to be in numerical order, but should be in the correct section. Hang coats on the coat racks in the correct numerical section.

CLICK TO RETURN TO VOLUNTEER CHART.
BACKPACK/ COAT CHECK-OUT
11:00 am-4:30 pm

Check-out and return student's backpacks and coats to them after they have visited the fair.

Report to the backpack check-out room, located near the student entrance, to the right of the backpack check-in room.

1. Greet students and ask them for their bag/coat check number tag(s). Students may have more than one tag because they checked multiple items.

2. Bag check tags are orange. Coat check tags are orange with a white dot. If the tag has a white dot on it, it is a coat tag and you should look on the hanging racks.

3. Look in the bag or coat section (depending on the tag) to locate the bag/coat. Bags and coats should be sorted into numerical categories by the 100s.

4. Verify with the student that you are returning the correct item(s) and that all items they originally checked are present.

5. Clip the backpack number tag to its match, place the coat tag with its match, and place used tags in the plastic bin. Backpack check-in volunteers may need to come pick up these tags from you to be reused, so make sure they are with their match.

6. **Student Prizes:** Let students know if they received an *Impressed Employer Coupon*, they should fill it out and put it in the box to be entered to win Student Door Prizes. If they did not receive a Coupon, they can enter to win on Career Service’s Facebook page.

**CLICK TO RETURN TO VOLUNTEER CHART.**
LINKEDIN PHOTOGRAPHER
12pm-3pm

Take student portraits that they can use on LinkedIn accounts. Familiarity with photography and LinkedIn is appreciated.

After checking in, report to the Backpack Check area. The LinkedIn Booth will be located in front of Backpack Check-in.

1. Ask students if they would like a photo for a LinkedIn account.
2. If students are not familiar with LinkedIn, provide information.
3. Direct students to sit or stand in front of backdrop.
4. Take a photograph of the person, framing their head and top of shoulders. Check with them if they like the photo. Delete all photos they do not like.
5. Provide the person with an information slip or info about how to access their photo (pictures will be posted to Career Services Facebook page).

CLICK TO RETURN TO VOLUNTEER CHART.
WATER CART
1pm-2pm, 3pm-4pm

Make rounds in the fair to offer employers water.

After checking in, report to the Employer Services table. The water cart is prepared in the kitchen area by the employer entrance. You will be working with a member of Career Services Staff.

1. Pitchers will likely already be filled with ice water, and be on a rolling cart with cups. If it is not, the Career Services staff working with you will take care of it.

2. It is best to fill the cups with water and place on the cart before heading into the fair, since it is crowded and is quicker than pouring water as you go. Be careful of electrical cords on the floor!

3. Proceed through the entire fair to offer water to employers. Try not to interrupt their conversations with students, but if you have the chance to offer water to all employers, that is best. Sometimes they don't have a chance to leave their booth.

4. If employers need anything or have any questions, do your best to answer them or find a CS staff member who can.

5. You may run out of water and need to re-fill the pitchers with ice and water. There is an ice machine and sink in the kitchen where you can do so. If you need more cups, let the volunteer coordinator know.

6. **For the 3pm round only:** Communicate to employers where they should put their packages that need to be sent out after they pack up at 4pm.

CLICK TO RETURN TO VOLUNTEER CHART.
CAREER FAIR BREAK-DOWN

3:30 pm-4:30 pm

Help break-down the career fair.

Report to the volunteer check-in at the student entrance.

1. Ask employers if they need any help breaking down their setups or packing up and carrying items. Help if needed. Rolling carts are available.

2. Tell employers where to take packages that need to be shipped, help take packages if needed. **Assure all packages already have shipping labels.**

3. Help employers load cars if needed.

4. Help take down signs, pack up computers and other supplies, collect CS items, carry and load items into vehicles.

[CLICK TO RETURN TO VOLUNTEER CHART.]

Updated: January 26, 2015