

Employer Information Sessions and Tabling (Fall 2022 and Spring 2023)



University Career Services

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<http://careers.unc.edu>

The Wendy P. and Dean E. Painter Career Center

The University of North Carolina at Chapel Hill

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University Career Services (UCS) will hold in-person information sessions and tabling sessions in Fall 2022 and Spring 2023. Employers may continue to participate virtually.

On-Campus Information Sessions/Tabling

UCS strongly urges all employers to work with the UCS Recruiting Coordinator, Julie Pendergraph (julie_pendergraph@unc.edu) to pick a date/time that does not conflict with other employers, campus-wide exam periods, wellness days, and student break periods. Employer Information Sessions and tabling will be scheduled in the Student Union for employers desiring them. Information Sessions/Tabling sessions may also be booked in the Business School, Computer Science, Journalism, or Public Health. Employers must book directly with those departments and are encouraged to post the event/location in Handshake.

Off-Campus Information Sessions

Employers are free to invite students to their own facilities or some other off-campus facility. In these cases, we urge you and the student(s) to follow whatever physical distancing and safety guidelines are in place. Keep in mind that some students might not feel comfortable with face-to-face interactions. We recognize that there could be a sizeable number of students desiring face-to-face interaction with employers/professional school recruiters. We ask you as recruiters to please be empathetic to those students who express any concern with in-person meetings and allow them an option to meet virtually if desired.

Scheduling Virtual Information Sessions

Virtual information sessions should be posted via your Handshake account. We recommend holding these sessions after 5:00 pm and later Monday-Thursday. UCS strongly urges all employers to work with the UCS Recruiting Coordinator, Julie Pendergraph (julie_pendergraph@unc.edu) to pick a date/time that does not conflict with other employers.

ELIGIBILITY

- Employers must adhere to all eligibility requirements listed in Section 2 of the Recruiting Policy and Procedures document.
- Employers arranging to use UCS or other University facilities must speak solely with students from UNC-Chapel Hill. Exceptions to this policy may be requested from the External Relations Director, Roderick Lewis, Roderick.Lewis@unc.edu when you schedule your session.
- Employers recruiting for commission-only positions are not allowed to hold information sessions/tabling on campus booked by UCS.
- Employers participating in UCS-facilitated Information/Tabling sessions will have to commit to our four student connection modalities: 1) Face-to-Face at the event, 2) [15-minute Virtual Chat Tool on Handshake Job Postings](#), 3) [Direct Messaging Tool on Handshake Job Postings](#), and 4) Applications to Handshake Job Postings.

PROGRAM OVERVIEW

- Information/Tabling sessions can be scheduled to introduce students to your organization, allowing you to interact with students both formally through presentations and informally through meet and greet networking.
- Information/Tabling sessions scheduled through UCS **must be booked 2 weeks in advance**.
- Information/Tabling sessions may also be booked in the Business School, Computer Science, Journalism, Public Health or other departments. Employers must book directly with those departments and are encouraged to post the event/location in Handshake.
 - David Hare, Business School, UBP-Recruiting@kenan-flagler.unc.edu
 - Katie Hambrick, Wood Real Estate Center, Business School, katie_hambrick@kenan-flagler.com
 - Jay Eubank, Journalism, jeubank@email.unc.edu
 - Stephanie Johnson, Computer Science, stephcj@cs.unc.edu
 - Deshana Cabasan-Hunte, Public Health, deshana@unc.edu
 - Julie Pendergraph, Hanes Hall and Student Union, julie_pendergraph@unc.edu
- UCS will promote off-campus information sessions if employers abide by all eligibility requirements listed in Section 2 of this document. In particular, employers should note that alcohol is prohibited at any recruiting event.
- Recruiting events reserved by University Career Services (including tabling, information sessions, employer workshops, employer networking events), will incur a standard services \$100 fee (for-profit organizations) or \$75 (non-profit/governmental/educational organizations (subject to change if the Student Union changes their fees for 2022-23). For Premium services, it is a \$200 fee (for-profit organizations) or \$150 (non-profit/governmental/educational organizations).
- Questions about Standard and Premium Services for information/tabling sessions in Hanes Hall and the Student Union should be emailed to the Director of External Relations, Roderick.Lewis@unc.edu.

- You may offer food at your event depending on the policies of the on-campus location of your event. A catering list will be provided upon request.
- If the Student Union is not available for an evening information session, then UCS can schedule your event in a UNC-Chapel Hill general classroom (**food may not be served in classrooms**). General classroom spaces are available after 6:00 pm. UCS support is not available during the evening hours in a general classroom.
- For company events scheduled by UCS, they will be available online for students in Handshake, listed on the UCS website, and advertised on our in-house video monitors if a flyer is provided.
- You may also wish to promote your event through the Daily Tar Heel (the student run newspaper) by contacting the advertising department at (919) 962-1163.

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING AN INFORMATION/TABLING SESSION

- Request your date through Handshake or contact Julie Pendergraph at 919.962.7886 or julie_pendergraph@unc.edu for more information.
 - Julie will check room and date availability and confirm your reservation via Handshake.
 - Julie will send a payment invoice via Handshake.
 - Payments must be made via credit card via Handshake.
 - Provide a flyer (in 1920px x 1080px JPG format) for the in-house monitors in Hanes Hall.
 - Email flyers to Julie Pendergraph (julie_pendergraph@unc.edu).

June 14, 2022