



Career Day Engagement Opportunities

Mahalo for your interest in taking your engagement with our students and college community to the next level. During the weeks of our Fall and Spring Career Days, we offer numerous opportunities for you, our industry partners, to connect with our community outside the fair itself.

BOOK YOUR EVENT:

To make a reservation for any of the events listed in this packet: contact Kim Perez Hults, Director of Marketing & Outreach Relations, at hults@hawaii.edu.

Hosted Events & Information Sessions:

COST: A nominal \$200 planning fee per event, plus the actual cost of catering

Maximize your presence on campus and engage with our students at the highest level by scheduling a hosted event, set up specifically for your organization. Hosted events are coordinated and executed by our team of Engineering Student Ambassadors (ESAs), current engineering students who are trained to handle all of the details for you, allowing you to simply show up to your events and enjoy your time speaking with students. Our ESAs will handle all aspects of your event planning, such as:

- Creating and distributing your event flyer, and promoting it to fellow students on campus
- Ordering catering for your session, per your request, helping you to select an option that fits your budget and event type
- Managing RSVPs for your event
- Being present at your session to provide support as needed

About the ESA program:

Started in 2012, the Engineering Student Ambassador program was developed to increase recruitment and retention at the UHM College of Engineering. ESAs are undergraduate students trained to engage in STEM outreach to K-12 students and work with industry partners by planning and coordinating events, such as Career Day, throughout the year, enhancing their interpersonal and professional development. This part-time position provides valuable public speaking and leadership training to our ESAs as they pursue a career in engineering.

As coordinating your event requires the support of our ESAs outside their regular responsibilities, sponsorship of such efforts is important to the success of your event and the ESA program as a whole.

SAMPLE HOSTED EVENTS:

Below are some sample activities you may set up with us, along with an estimated food budget for each event (actual cost is dependent on caterer selected and number of guests expected). These events can be modified to your outreach needs and goals, and to maximize your presence during Career Day.

| Event Type | Catering Expense |
|---|------------------|
| Technical Lunch with Faculty <i>15-20 guests</i> | \$500 |
| Talk Story with Pizza <i>Student information session, 30 guests</i> | \$250 |
| Bagels & Resumes <i>Resume workshop for students or alumni, 15-20 guests</i> | \$150 |
| Invite-Only Luncheon/Networking Event <i>with prime candidates identified at Career Day, 20-25 guests</i> | \$500 |
| Industry Sponsored Evening Mingler with Faculty <i>Serving light pupus, 20-25 guests</i> | \$400 |

Events at No Additional Charge:

Dean's Luncheon

Take advantage of the opportunity to hear from our Dean and network with your fellow industry partners at our Dean's Luncheon, held just prior to the start of the career fair. Each organization may register up to 2 individuals for this event at the time of the online registration for Career Day (as space is available).

Engineering Ohana: Industry Spotlight

Typically held from 4:30-6:00pm the evening prior to Career Day, this event affords a limited number of industry partners to network with freshman and sophomore engineering students over pupus and speak for 5-10 minutes each about their companies. Students attending are part of *Engineering Ohana*, a residential living program for underclassmen in the College of Engineering. Up to 8 organizations may participate, and preference is given to those who have scheduled a sponsored event (see more details below).

Pre-Interviews with Engineering Candidates

Schedule pre-interviews with select Engineering candidates at the university's Career Services Office.

Non-Hosted Information Sessions

Should you wish to engage with our students beyond the fair itself by holding an information session but do not have the funds to host a sponsored event, you may schedule a non-hosted information session. While scheduling a non-sponsored event, please keep in mind the following:

- This service is provided only to paid registered participants.
- Requests are honored on a first-come, first-serve basis, and are dependent on room availability. Typically requests must be made at least 2 weeks in advance of Career Day.
- When submitting a request, please include a draft flyer or email that indicates: event title, time and date (to be confirmed by us), sponsoring organization, and speakers/topics covered. Once approved, we will forward your flyer or event details via email to our student listserv at least once.
- Due to limited posting spaces, we will not be able to post your flyer around our building.
- We will not be able to collect RSVPs for your session, though you may do so yourself by including RSVP information on your flyer.
- Your room will be available and unlocked prior to your session, but no college personnel will be present during the session to provide support.
- Note that your session may coincide with other information sessions happening in our college concurrently.
- Please let us know if you wish to provide food at your session, and we will confirm whether the room available allows for food and beverage. You are responsible for providing paper products, as well as cleaning and removing trash to leave the room as you found it.