

**Department of Safety Sciences and
Environmental Engineering**

Johnson Hall, Room 117
1010 Oakland Avenue
Indiana, Pennsylvania 15705

P 724-357-3017
F 724-357-3992
IUP.edu/safetysciences

Dear Recruiter:

Below are answers to some frequently asked questions about our career fair:

What is included with the registration?

The \$400 registration fee is for two recruiters. If additional recruiters are planning to attend, the cost is an additional \$75 per recruiter. This fee entitles you to attend the Meet and Greet on Wednesday evening and the Career Fair on Thursday. It also provides you interview space for Thursday and Friday, a plated lunch at the Thursday Career Fair luncheon, refreshments on Thursday after the Career Fair if you are staying to interview that evening, and breakfast and lunch and beverages all day Friday.

If I want to send displays/materials ahead of time, where do I send them and how early can they arrive?

Please send all displays/materials to Tracey Cekada at this address: IUP Safety Sciences Department, 1010 Oakland Avenue, 117 Johnson Hall, Indiana, PA 15705. The items should arrive between **September 17th – September 22nd**. Anything that arrives on the day of the event will not be guaranteed to make it to the venue unless you visit Johnson Hall to retrieve it.

How does my display/material get shipped back to my location?

After the event is over, we can handle returning your displays/material to your organization by UPS or FedEx **if you provide pre-paid shipping labels and have them placed on your displays/boxes**. Once the pre-paid labels are attached, each organization is responsible for taking their displays and left-over materials to the front office of the KCAC. Any displays/boxes that do not have pre-paid shipping labels will be your responsibility to return. If you do not have labels and your material is being shipped via UPS you will need to take it to the UPS Store located at 1544 Oakland Avenue.

Where is the Career Fair being held and is there parking?

The Career Fair is being held at the Kovalchick Convention and Athletic Complex (KCAC), located at 711 Pratt Drive in Indiana, PA. The Meet and Greet is at this same location. If you have boxes/displays to unload, please pull up to the front door where we will have student volunteers to assist you. There will also be students there to direct you to the parking spaces, which are located along Wayne Avenue. **Note:** Please DO NOT park in the back of the building! These are permit spaces and you WILL receive a parking ticket.

Will any information on students be sent out in advance?

Resumes of our students will be sent out the week before the career fair to the lead recruiter. They will be organized into three categories: 1) those students looking for a co-op; 2) those students looking for an internship; and 3) those students looking for full-time employment. Please note that not all students will send their resume to us in advance, so what you receive will not be a comprehensive list of all students attending the fair.

What is the difference between a co-op and an internship for Safety Sciences majors?

A **Co-op for Safety Sciences majors** is work experience for a freshmen, sophomores or juniors. These students have not completed all their safety courses and are looking to combine the classroom theory with practical application

through job-related experiences. They are getting a feel for what the profession is all about. Students hired for a co-op do not receive any college credit and do not have to complete any written reports. Co-op students need the direction of an experienced safety professional. Co-ops are usually only available in the summer.

An **Internship** for Safety Sciences majors is the capstone course for a senior. Interns have completed all their safety courses and upon completion of their Internship are in most cases ready to graduate. The intern is required to complete projects that will be developed in collaboration between a faculty supervisor and an internship site supervisor. A report is required to be turned into the faculty supervisor for each project and it is graded. Interns are accountable to an on-site supervisor and are required to remain in close contact with their Safety Sciences faculty supervisor. **To host an intern, your company MUST have an IUP Internship/Field Experience Agreement on file with the University.** These are good for five years. Please reach out to Dr. Tracey Cekada (cekadat@iup.edu) if you need an agreement to review and sign.

What if I want to get my company name in front of the students before the career fair?

We are offering several options to help companies become more recognizable to students.

- 1) You can send us links to short 2-3 minute videos about your company that we can distribute to the students prior to the career fair. It is suggested that a YouTube link or other hyperlink be provided to ensure the easiest sharing of these videos.
- 2) You can send us promotional materials in late August and we will set this information out for students to see prior to the career fair.
- 3) You can sign up for Mock Interviews with our students on Wednesday, September 24th from 2-4 pm on campus in Johnson Hall. These 10-15 minute interviews are to be informative for the student to help them improve their interviewing skills, so noteworthy and positive feedback is encouraged. These mock interviews also give companies an opportunity to identify students that are of potential interest to them. You can then join us at 5:30 pm for the Meet and Greet at the KCAC! Limited spots are available, so contact Dr. Cekada at cekadat@iup.edu if interested.

Where can I post job, co-op, and internship hiring information?

IUP Handshake is the university's recruiting tool for students, alumni and employers. You can access it at this link: <https://www.iup.edu/career/employers/index.html>. This is a great resource if you want to post job, co-op, or internship recruiting information for our students and alumni. You can also send the job posting to Dr. Tracey Cekada (cekadat@iup.edu) and she can distribute it to our alumni distribution list.

When and where do the interviews take place and do I need to reserve space?

The interviews will take place at the KCAC both Thursday evening from 3-6 pm and Friday from 8 am – 3 pm.

Interview spaces will be assigned prior to the fair and are available on a first-come/first-serve basis.

Information on your assigned interview room will be provided in your packet when you arrive. If you indicate during your registration that you will be interviewing, you will have a spot. If you do not plan to interview when you register for the fair, but later decide you would like to, please contact Tracey Cekada at cekadat@iup.edu. She will reserve a space for you, if available.

How long should each interview last?

We ask that interviews be conducted in 30-minute increments. Please do not run over the allotted time, as a student will not be able to make their next interview. We would like you to use the forms provided in the packet, which you will receive upon check-in, to set up the interviews. These will be duplicate

forms, and the copy will be turned in Thursday at the registration desk after the fair. By turning the copy in, we are able to track students down if they do not show up for a scheduled interview.

Is electricity available?

Electricity is available if you bring your own extension cords. **You must let me know prior to the fair if you will need electricity**, this will determine where your space will be located. Please note that there are not enough outlets to provide electricity for each company.

How can my company help to sponsor student refreshments?

If you would like to contribute to the Student Refreshment Fund and did not do so during your registration process, you still can! Please send a check, made payable to "**The Foundation for IUP**", to Tracey Cekada, IUP Safety Sciences Department, 1010 Oakland Avenue, 117 Johnson Hall, Indiana, PA 15705. Any funds received will go toward supplying the students with beverages and snacks during the fair and the Meet and Greet. Due to the large number of individuals the students speak to at the fair, they are very appreciative of anything we provide for them. Your company will be recognized on signage and video for their sponsorship at the fair. Thank you in advance for your support!

Who do I call on the day of the event if I have a problem?

The Department Chairperson, Tracey Cekada will have her cell phone with her on the day of the event, so if you run into a problem and need to contact someone, please call her or the department secretary, Lorilie Blose at 724-357-3017 or 3019.

Other Questions

If you can think of any other questions that were not answered, please feel free to contact Tracey Cekada at cekadat@iup.edu