THE DURHAM SCHOOL CAREER FAIR

OCTOBER 3-5, 2016
SCOTT CONFERENCE CENTER
6450 PINE ST. OMAHA NE 68106

THE DURHAM SCHOOL
OF ARCHITECTURAL ENGINEERING AND CONSTRUCTION

Schedule of Events

October 3, 2016—Welcome Events
4:00 PM Internship Presentations
5:30 PM Welcome Reception & Networking Mixer

October 4, 2016—Career Fair Day
8:00 AM Setup Opens, Continental Breakfast
Arrive when you'd like to set up!
8:45 AM Tour of Peter Kiewit Institute (optional)
11:00 AM Career Fair opens to students
4:00 PM Career Fair ends

October 5, 2016—On-Campus Interviews (optional)
7:30 AM Setup Opens
8:00 AM Interviews may begin
5:00 PM Interviews close

Career Fair Day Details

- One or Two 2'x5' tables make up your "booth," as requested in your registration. Setup whenever you'd like beginning at 8:00 AM on Oct. 4.
- Free Wifi is available at Scott Conference Center.
- Electricity available if requested during registration.
- Continental breakfast & lunch included for Oct. 4.

Ship Your Booth

Ship booth materials to arrive **NO EARLIER THAN Monday, October 3.** Please provide a return shipping label. We can arrange return shipping by UPS, USPS, and FedEx. Ship to:

Scott Conference Center, ATTN: Kay Telford
Durham Fair—October 4
6450 Pine Street
Omaha, NE 68106

Nearby Hotels

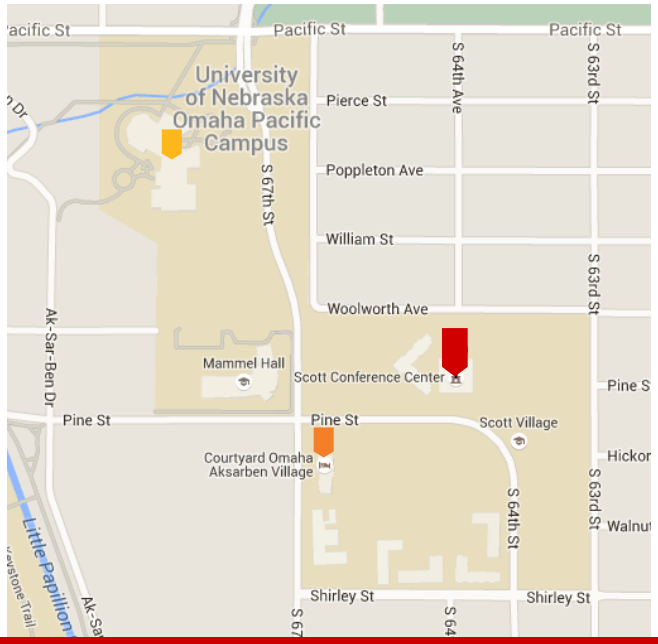
The Courtyard by Marriot in Aksarben Village
1625 South 67th Street, Omaha, NE 68106
1 block away from Scott Conference Center
Reserve by phone at 402.951.4300, ask for "The UNO Rate"

Hampton Inn Omaha Midtown-Aksarben Area (off map area)
1401 South 72nd St, Omaha, NE 68124
<1 mile from Scott Conference Center
Reserve by phone at 402.933.5510, ask for "The UNO Rate"

Boost Your Outreach to our Students

1. **Attend the Internship Presentations.** Our students will showcase their skills, top-notch education, and experiences at their summer internship employers. Oct 3.
2. **Network with Durham School students and faculty.** The Welcome Reception and Networking Mixer are a fantastic place to get a head start on connecting with great student applicants, plus learn more about what our esteemed faculty are doing these days. Oct 3.
3. **Hold interviews the day after the fair.** Recruitment in recent years has moved unbelievably fast. You'll have the most success in Fall for Summer hires—both interns and full-time positions. Take advantage of on-campus interviews or host your own off-campus on Oct 5.
4. **Use the Resume Books!** Reach out to students before you even arrive. See Page 2!

Career Fair Location:
Scott Conference Center
6450 Pine Street, Omaha, NE 68106



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STUDENT OUTREACH

Husker Hire Link—Online Recruitment

Now that you're registered for The Durham School Career Fair, you are also now registered for **Husker Hire Link**, a free, online recruitment tool connecting employers to all UNL students (including Engineering and Construction Management students on the Omaha campus).

- Log in to Husker Hire Link at www.unl.edu/careers/hhl.
- Your email address is your username.
- Post jobs and internships, and search our Durham School Resume Books throughout the year.

For help with Husker Hire Link, call UNL Career Services Employer Relations at (402) 472-3145.

Resume Books

We will email you pre-sorted Resume Books two weeks prior to the career fair. The instructions below are to help you access our resume books earlier or throughout the year. Feel free to wait for our emailed copies.

The Durham School Career Fair uses the Resume Books feature in Husker Hire Link to allow Career Fair Employers to contact students. You may use the Resume Books at any point during the year using the following instructions.

- Log in to Husker Hire Link at www.unl.edu/careers/hhl
- Click the "Resume Books" tab (if you do not see this tab, email me for access)
- Select either "Architectural Engineering - The Durham School" or "Construction Engineering & Management - The Durham School." Civil Engineering students may be found in "College of Engineering," searching by major.
- To narrow by class year, select the "Advanced Search" tab that appears. For Fall 2016 recruitment, enter the following dates in the Graduation Date range:

Major	Freshmen	Sophomores	Juniors	Seniors	Master of AE
Architectural Engineering	6/2020 and Later	6/2019–6/2020	6/2018–6/2019	6/2017–6/2018	By 6/2017
Construction Management	6/2020 and Later	6/2018–6/2019	6/2017–6/2018	By 6/2017	
Construction Engineering	6/2020 and Later	6/2018–6/2019	6/2017–6/2018	By 6/2017	
Civil Engineering	6/2020 and Later	6/2018–6/2019	6/2017–6/2018	By 6/2017	

TIP: Check the selection boxes next to the students you want to contact, or select all of them, and encourage them to visit your booth in the two weeks leading up to the career fair. **You can even begin scheduling your Next-Day Interviews before you arrive for the career fair!**