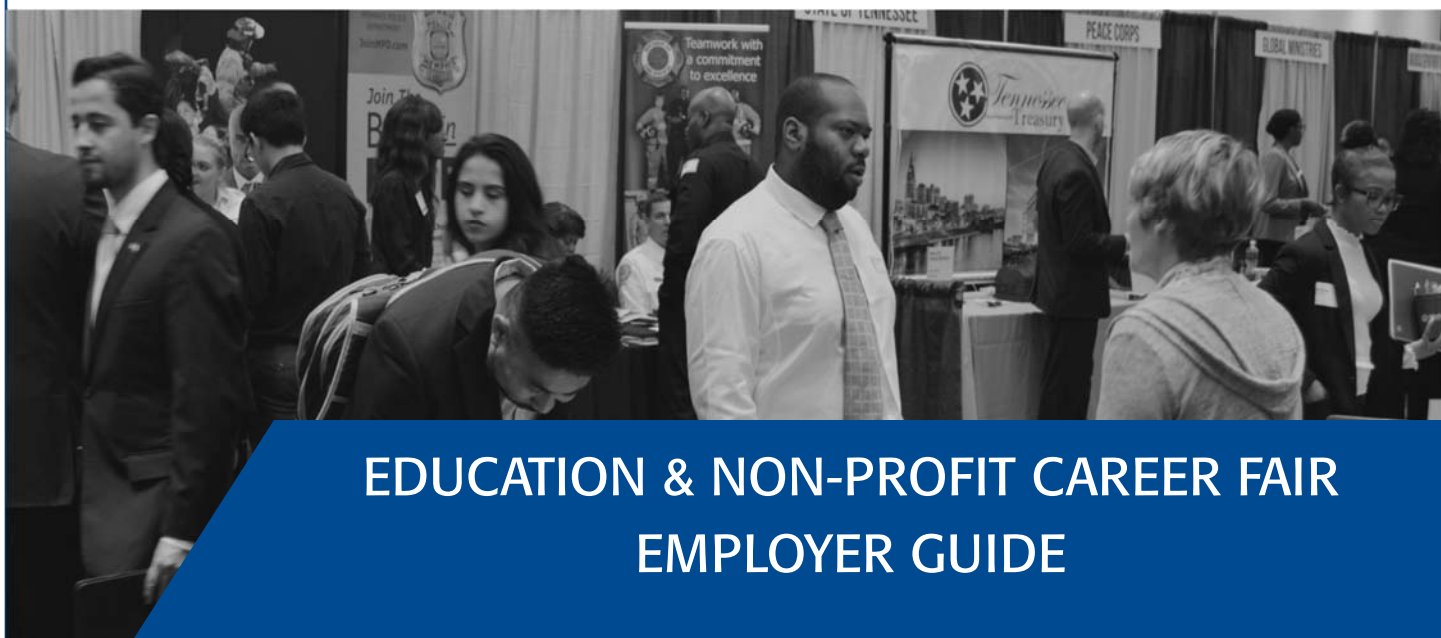




THE UNIVERSITY OF  
**MEMPHIS**®

Career Services



## EDUCATION & NON-PROFIT CAREER FAIR EMPLOYER GUIDE

### THE DIVISION OF STUDENT AFFAIRS

The University of Memphis is an Equal Opportunity/Affirmative Action University.  
It is committed to education of a non-racially identifiable student body.

## Education Career Fair Employer Guide

Get ready to recruit Tiger Talent!

This packet includes important information for the upcoming Education & Non-Profit Career Fair on Thursday, February 28, 2019. To ensure successful participation in this year's event, please thoroughly review the information in this packet and contact us for any questions.

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### EVENT SCHEDULE AND LOCATION

#### Education & Non-Profit Career Fair – February 28, 2019

Recruiter Check-In: 1:30 p.m. – 3:00 p.m.

Refreshments: 1:30 p.m. – 3:00 p.m.

Career Fair: 3:00 p.m. – 6:00 p.m.

University Center Ballroom  
499 University, Memphis, TN 38152

### TIPS FOR RECRUITERS

- What's Your Why? Know your goal for attending the career fair and develop a strategy around that goal. For example, recruiting for immediate full-time or internship positions; sharing personal career experience and steps for success; or enhancing organization's image and brand.
- Students live in a colorful multimedia world. Design your table display to grab attention and get results but remember you are the focus!
- Be friendly, assertive and sincere. Remember that students may be nervous and reserved. Ask friendly, open-ended questions such as "Are you interested in a career in fundraising?" or "Can I tell you a little bit about our company?" This is especially useful for companies without strong brand recognition among students.
- Consider standing at your table. Sitting in a chair behind your table may not convey a sense of enthusiasm or welcoming atmosphere.
- Where possible, ensure the table is staffed at all times. Student schedules vary and you don't want to miss out on great candidates!
- Please don't break down your table display early as some of the best and brightest may not be able to attend until the end simply due to class schedules.
- At the conclusion of the career fair please be sure to complete the evaluation in your folder. Your feedback is important to us!
- Follow up with Career Services to post jobs, schedule information tables, sessions or on-campus interview dates.

## DIRECTIONS AND PARKING

University Center (UC) parking is located in the Parking Garage at 505 Zach H Curlin Street, Memphis, TN 38111. [Click Here for Directions from Your Location](#) | [Click Here for Interactive Campus Map](#)

### From the Airport:

1. Exit the airport towards I-240 East
2. Turn right for I-240 exit to Nashville
3. Take the Getwell North exit (exit 20B)
4. Follow Getwell north until it ends at Park
5. Turn right onto Park
6. Turn left onto Goodlett
7. Cross the railroad tracks to Central
8. Turn left on Central
9. Turn left on Zach H Curlin\*

### From the East on I-40:

1. Follow the Sam Cooper signs
2. Take the Highland St. exit and turn left onto Highland
3. Turn left on Central
4. Turn right on Zach H Curlin\*

### From the West on I-40/North on I-55:

1. Follow I-40 E signs
2. Take the Riverside Dr. exit and turn right onto Riverside Dr.
3. Turn left on Union Ave. (Union will change names to Walnut Grove)
4. Turn right on Highland
5. Turn left on Central
6. Turn right on Zach H Curlin\*

### From the South on I-55:

1. Take the I-240 E exit to Nashville
2. Take the Getwell North exit (exit 20B)
3. Follow Getwell north until it ends at Park
4. Turn right onto Park
5. Turn left onto Goodlett
6. Cross the railroad tracks to Central
7. Turn left on Central
8. Turn left on Zach H Curlin\*

### \* Directions to the Parking Garage

1. From Zach H Curlin, turn right at the 2nd driveway past Desoto Avenue into the Parking Garage.
2. At the entry gate of the garage, push the button for a ticket.
3. Park on any floor of the garage.
4. Take the elevator to the 3rd floor to access the pedestrian walkway to the UC.
5. Once inside the UC, take the elevator or stairs to the ballroom on the third floor.
6. To exit the garage, scan the code on your complimentary parking pass provided by Career Services. **Do NOT insert your parking ticket.**

*Note: A limited number of volunteers will be available to assist with load in on the third floor.*



## GENERAL INFORMATION

**Check-In.** Recruiter check-in begins at 1:30 PM. The Career Fair begins at 3:00 PM. We advise you to arrive early to park, check-in, setup, and grab a bite before students arrive. A limited number of volunteers will be available to assist with load-in on the third floor of the Parking Garage.

Please bring your business card to expedite check-in. Please ensure that all recruiters are pre-registered.

Recruiters, please be mindful that class hours for students vary. Many students who wish to attend the event may not be able to do so until later in the day. We ask that you not break down your table display before the conclusion of the career fair.

**Employer Hospitality Room.** Beginning at 1:30 PM until the start of the event, refreshments will be available for registered attendees. Because of varying class hours, we ask that your table is staffed at all times so as to not miss out on any great candidates.

**Refunds /Cancellations / No Shows.** A full refund will be honored if cancellation is made by February 14, 2019. Cancellations after this date are non-refundable. Additionally, confirmed registrants that do not attend are non-refundable/non-transferable. Please let us know immediately if you need to cancel. We appreciate your consideration.

**Electricity.** Electricity will be available. Please plan to bring additional extension cords and/or power strips as supply is limited.

**Wireless Internet Access.** Wireless Internet service is available throughout the Ballroom. SSID: um-guest

**Copying.** Self-service copiers are available at Tiger Copy & Graphics located at 210 Rawlins Service Court (second floor above campus bookstore). Hours are 8:00 AM – 4:30 PM. Cost per copy is \$.07/black & white and \$.35/color. Career Services cannot make copies.

**Feedback.** Your registration folder will include an evaluation. We encourage all registered attendees to complete the evaluation and return to the employer registration desk OR leave at your table upon departure. We value your feedback.

**Prohibited Items.** Please note that helium balloons, glitter, or open flames are NOT allowed in the University Center.

## LODGING

There are several hotels near The University of Memphis including the Holiday Inn Memphis – University of Memphis conveniently located on campus.

[Holiday Inn Memphis - University of Memphis](#)

3700 Central Avenue  
Memphis, TN 38111  
(901) 678-8200

[DoubleTree by Hilton Hotel Memphis](#)

5069 Sanderlin Avenue  
Memphis, TN 38117  
(901) 767-6666

[Marriott Memphis East](#)

5795 Poplar Avenue  
Memphis, TN 38119  
(901) 682-0800

[Four Points by Sheraton Memphis East](#)

5877 Poplar Avenue  
Memphis, TN 38117  
(901) 767-6300

[Staybridge Suites Memphis Poplar Avenue East](#)

1070 Ridge Lake Blvd  
Memphis, TN 38120  
(901) 682-1722

[Embassy Suites by Hilton Memphis](#)

1022 S Shady Grove Road  
Memphis, TN 38120  
(901) 684-1777

[Hyatt Place Memphis/Primacy Parkway](#)

1220 Primacy Parkway  
Memphis, TN 38119  
(901) 680-9700

[Hampton Inn Memphis – Poplar](#)

5320 Poplar Avenue  
Memphis, TN 38119  
(901) 683-8500

[Homewood Suites by Hilton Memphis East](#)

5811 Poplar Avenue  
Memphis, TN 38119  
(901) 763-0500

[Hilton Memphis](#)

939 Ridge Lake Blvd  
Memphis, TN 38120  
(901) 684-6664

[Hampton Inn and Suites Memphis – Shady Grove](#)

962 S Shady Grove Road  
Memphis, TN 38120  
(901) 762-0056

[Courtyard Memphis East/Park Avenue](#)

6015 Park Ave  
Memphis, TN 38119  
(901) 761-0330

## NEARBY RESTAURANTS

### **The Medallion Restaurant**

3700 Central Avenue  
901-678-1030

### **Brother Juniper's**

3519 Walker Avenue  
901-324-0144

### **Garibaldi's Pizza**

3530 Walker Avenue  
901-327-6111

### **RP Tracks**

3547 Walker Avenue  
901-327-1471

### **Ubee's**

521 S Highland Street  
901-323-0900

### **Char**

431 S Highland Street  
901-249-3533

### **Smoothie King**

431 S Highland Street  
901-779-2909

### **Newk's Eatery**

431 S Highland Street  
901-207-4421

### **Jason's Deli**

3473 Poplar Avenue  
901-324-3181

### **A-Tan**

3445 Poplar Avenue  
901-458-8877

### **Tennessee Taco Company**

3295 Poplar Avenue  
901-207-1960

### **El Porton**

3448 Poplar Avenue  
901-452-7330

### **Another Broken Egg**

65 S Highland Street  
901-623-7122

### **Panera Bread**

4530 Poplar Avenue  
901-767-3116

### **Rafferty's**

4542 Poplar Avenue  
901-374-0096

### **Old Venice Pizza Company**

368 Perkins Extd  
901-767-6872

### **One & Only BBQ**

567 Perkins Extd  
901-249-4227

**THANK YOU FOR REGISTERING FOR THE  
EDUCATION & NON-PROFIT CAREER FAIR!**

**We look forward to welcoming you to campus!**

**Questions?**

**Contact**

**Ayanna Perkins  
901-678-4119  
prkins10@memphis.edu**

**Yolanda Dillard  
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ydillard@memphis.edu**

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HIRING TIGER TALENT DISTINGUISHES YOU!  
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