2022 Spring Career Fair Registration Instructions:

The in-person event will be held at the Union East, Tomas Rivera Conference Center, and the virtual event via Job Mine (Grad Leaders). IMPORTANT: If you plan on participating in BOTH the in-person and virtual career fairs, you will need to register for each event individually, by ADDING 2 Requests in Job Mine (Spring Career Fair-in person, and Spring Career Fair-virtual).

- Go to: www.utep.edu/careers
- Click on Employers/Recruiters button
- Click on Employer Job Mine
- Login/Create your Job Mine profile
- Click On Campus Request
- Click + Add Request button (top-left blue link)
  - OCR EVENT TYPE (drop down), select Career Fair or Virtual Career Fair (Click Continue)
  - Preferred EVENT * Select
    - IN PERSON: Spring Career Fair 2022 - IN PERSON
    - VIRTUAL: Spring Career Fair 2022 – Virtual Event. Virtual attendees can select the number of schedule(s) and the number of candidates you would like to see per timeslot.
- Please carefully complete your organization’s profile information as this will be used to promote your participation in the job fair and is visible to students.
- Review order summary and select payment method.
- Once we have reviewed your registration; a confirmation email will be sent the person who registered for the event.

REGISTRATION FEE

The registration fee is $370 for the in-person event and/or $250 for the virtual event. A $50 discount is applied if attending both days. See our Cancellation Policy online. Your confirmation, invoice and/or receipt will be e-mailed to the address listed on your registration. The event coordinators stand ready to answer your questions, reach out to Craig D. Thompson (cthompson@utep.edu) or Nick Zweig (nzweig@utep.edu). The registration deadline is Friday, January 28, 2022.