



UNIVERSITY OF HOUSTON

Gerald D. Hines College of Architecture and Design

October 26, 2022

Dear Industry Partner,

The University of Houston Gerald D. Hines College of Architecture + Design and University Services are excited to invite you to our 2023 Career Fair! With employer demand increasing over the past several years, our upcoming Career Fair will now be a two-day event, hosted at the Hines College on **February 16 & 17, 2023**. The Networking Reception will be hosted at the University of Houston Alumni Center, the evening of **February 15**.

As a participant, your company will have the opportunity to connect with talented architecture and design students ready to launch their professional careers. While we are expanding this year's Career Fair, the format of each day will remain the same. Employers will be assigned to one day of the two-day event based on preference and availability.

CAREER FAIR 2023 Schedule

Wednesday, February 15, 6:00 p.m.–8:00 p.m – Networking Reception

Participating employers are invited to attend and meet with students prior to the Career Fair. The reception is included in the cost of registration; however, individual tickets may be purchased for employers unable to attend the Career Fair.

Thursday, February 16 + Friday, February 17 – Career Fair

10:00 a.m.–12:00 p.m.	Meet and Greet
12:00 p.m.–1:00 p.m.	Lunch Break
1:00 p.m.–4:00 p.m.	On-Site Scheduled Interviews

Enclosed are more specific details, including registration fees, event details, and deadlines. Space is limited, so I encourage you to register early! I appreciate your partnership and look forward to a successful career fair. Please reach out if you have any questions at all.

Warm regards,

A handwritten signature in black ink that reads 'Dianca Chase'.

Dianca Chase
Director of Alumni Relations

2023 CAREER FAIR



REGISTRATION

Career Fair (one day) and Networking Reception:

- Employers with less than 20 employees: \$400
- Employers with more than 20 employees: \$550

Networking Reception Ticket ONLY*:

- \$50 per firm

**The Networking Reception is included in the all-day registration price; however, employers not participating in the Career Fair can purchase a ticket to the reception only for \$50 per company.*

REGISTER TODAY ➡

Online payments accepted via the registration website.

Registration requires the following information:

- Company Name
- Contact Name
- Email
- Registration Category (Career Fair + Networking Reception OR Networking Reception ONLY)
- Preferred Day (February 16 or 17)
- Number and Names of Firm Representatives Attending – Firm representatives can rotate in and out as needed. A maximum of three parking passes are provided per company.

2023 CAREER FAIR



IMPORTANT DATES AND DEADLINES

- **January 9 at 12:00 p.m.** – Employer orientation session via Zoom
- **January 13** – Employer registration deadline
- **January 20** – Employer deadline to create a Cougar Pathway account and post jobs via Cougar Pathway
- **February 1** – Student applications available for employer review in Cougar Pathway
- **February 10** – Employer deadline to select applicants to interview during Career Fair and communicate employer's interview schedule to selected applicants

WHAT TO BRING

Each employer is provided with a six-foot rectangular table and four chairs. Unfortunately, we cannot provide access to a power outlet. The Hines College recommends employers bring the following:

- Table covering
- Business cards
- Marketing materials, brochures, or publications related to your business for distribution to students



2023 CAREER FAIR



WHAT HAS CHANGED THIS YEAR?

The Hines College is grateful to the many employers who participate in our annual Career Fair year after year. You will notice two changes to this year's Career Fair.

Two Days are Better Than One

The Hines College's Career Fair is expanding to two days! The format of each day will remain the same – meet and greet in the morning + interviews in the afternoon. Employers will be assigned to one day of the two-day event based on preference and availability.

Managing Interview Schedules

While employers will still post positions to Cougar Pathway and students will apply to those positions via Cougar Pathway, interview schedules are now being transitioned to employers. This change will give employers more flexibility in managing their interview schedules for Career Fair. Because interviews will not be scheduled through Cougar Pathway, employers should personally reach out to applicants to coordinate interview scheduling.

Post a job or internship on [Cougar Pathway](#). ➡