

# SPRING JOB INTERVIEW FAIR





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# Introduction



I would like to express my gratitude for your support and involvement in the CAPLA Job Interview Fair organized by the College of Architecture, Planning and Landscape Architecture.

The CAPLA Job Interview Fair offers more than meets the eye. It provides our students with the valuable opportunity to interact with firms that are new to them, while also allowing them to gain essential interview experience. In my role as the Job Fair Coordinator and CAPLA Advisor, I take great pleasure hearing the enthusiasm in our students' voices as they share their interactions with your company representatives. The pure joy they express upon securing a summer internship following their interview is truly rewarding.

For participating firms, this event serves as an excellent platform to showcase your company to the upcoming graduating class.

You will have the opportunity to connect with our students on a deeper level, review their projects, and discuss their career aspirations. The interactions you have with our students are memorable, and some of them even find their ideal company through these connections.

Our students are always eager to inquire about the upcoming CAPLA Job Interview Fair and who is going to be there. Your involvement gives back to our students through scholarships and other engagement events. Thank you once again, I eagerly anticipate collaborating with you.

**Tayler Mears**

Email: [CAPLA\\_engage@arizona.edu](mailto:CAPLA_engage@arizona.edu)

# TIMELINE

**THURSDAY**

7:45 AM: Employer Check-in & Breakfast

9:00 AM - 11:00 AM: Job Fair Browse Session

- Open table browse for all CAPLA students
- During this time we ask you to invite students to any open 25-minute interview slots or can invite students to Friday interviews

11:00 AM - 12:00 PM: Lunch

12:00 PM - 5:30 PM: 25-Minute Interview Sessions

2:30 PM - Scheduled 30-minute break

- Private 25-minute interview sessions at booth table, they are pre-scheduled by interested students.
- There is a 5-minute transition period between each interview.

5:45 PM: Networking Night (location TBA)

- This will be open to students who participated in the CAPLA Job Interview Fair.
- Faculty, AIA, APA, AZASLA and other individuals will be invited.

**FRIDAY**

10:00 AM - 5:00 PM: Friday Interviews

- Available to Title, Platinum and Gold Sponsors
- Small Continental Breakfast available at 10:00 AM
- The company is responsible for creating and filling their own interview schedules with students they met on Thursday.
- A space in CAPLA will be reserved for you during these hours





# **Sponsor Packets**

What is included in fair packets?

## TITLE (\$6,000)

### FAIR PARTICIPATION DAYS

- Full-day Thursday & Friday, February 6th and 7th
- Thursday includes Fair browse; 10-20, 25-minute interviews; meals; and networking night
- Friday includes a space in CAPLA from 10 am to 5 pm to conduct additional interviews with new candidates or 2nd round interviews for students met on Thursday. These interviews are employer scheduled.

### BOOTH PACKET

- Allowed 6 Job Fair Company Attendees (RSVP required ahead of time for accurate headcount and planning)
- 20 Interview Slots - Thursday (10 is the standard allowance per day, please inform us 4 weeks in advance if you desire to open 20 spots at no additional charge)
- 1 - 6ft Banquet Table (6 employer, 1 student chair) and linen included for Thursday Booth
- If decide to increase to 20 interview slots on Thursday, 1 - 36in Low Bistro Table and Linens Included
- 1 - 6ft Banquet Table (6 employer, 1 student chair) and linen included for Friday Interview
- 1 TV monitor for Thursday booth
- Electrical Outlet for Thursday booth
- Reserved Parking for 2 Vehicles in the Park Parking Garage (Thursday and Friday)

## TITLE (\$6,000)

### MEAL PACKET

- Thursday Morning Breakfast for 6 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Thursday Boxed Lunch for 6 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Friday Morning Continental Breakfast for 6 Attendees (RSVP required ahead of time for accurate headcount and planning)

### BRANDING

- Marketing/Logo Listings: CAPLA Job Fair site; CAPLA Annual Report; CAPLA Newsletter, Fair Banner, Fair signage, Fair Resources, Fair Social Media Posts
- If the company provides material (2 weeks prior, for planning and setup) will include company merchandise in student giveaway bags: an estimated 200 items

### ADDITIONAL

- Welcomed panel participant in the Professional Panel (Virtual) Monday, February 3rd
- One student Job Fair Scholarship
- Special Event (Lunch 'n Learn or Student Engagement Session (2-hour max) date of company choosing. Coordination and planning recommendations given by CAPLA
- CAPLA Externship Program Participant - Hosting 1 CAPLA Student at firm March 10-14th, 2025



# TITLE (\$3,000)

## NETWORKING NIGHT

### FAIR PARTICIPATION DAYS

- Full-day Thursday & Friday, February 6th and 7th
- Thursday includes Fair browse; 10-20, 25-minute interviews; meals; and networking night
- Friday includes a space in CAPLA from 10am to 5 pm to conduct additional interviews with new candidates or 2nd round interviews for students met on Thursday. These interviews are employer scheduled.

### BOOTH PACKET

- Allowed 6 Job Fair Company Attendees (RSVP required ahead of time for accurate headcount and planning)
- 20 Interview Slots - Thursday (10 is the standard allowance per day, please inform us 4 weeks in advance if you desire to open 20 spots at no additional charge)
- 1 - 6ft Banquet Table (6 employer, 1 student chairs) and linen included for Thursday Booth
- If decide to increase to 20 interview slots on Thursday, 1 - 36in Low Bistro Table and Linens Included
- 1 - 6ft Banquet Table (6 employer, 1 student chair) and linen included for Friday Interview
- 1 TV monitor for Thursday booth
- Electrical Outlet for Thursday booth
- Reserved Parking for 2 Vehicles in the Park Parking Garage (Thursday and Friday)

# **TITLE (\$3,000)**

## **NETWORKING NIGHT**

### **MEAL PACKET**

- Thursday Morning Breakfast for 6 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Thursday Boxed Lunch for 6 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Friday Morning Continental Breakfast for 6 Attendees (RSVP required ahead of time for accurate headcount and planning)

### **BRANDING**

- Marketing/Logo Listings: CAPLA Job Fair site; CAPLA Annual Report; CAPLA Newsletter, Fair Banner, Fair signage, Fair Resources, Fair Social Media Posts as Networking Night Sponsor
- If the company provides material (2 weeks prior, for planning and setup) will include company merchandise in student giveaway bags: an estimated 200 items

### **ADDITIONAL**

- Welcomed panel participant in the Professional Panel (Virtual) Monday, February 3rd

# PLATINUM (\$1,000)

## FAIR PARTICIPATION DAYS

- Full-day Thursday & Friday, February 6th and 7th
- Thursday includes Fair browse; 10-20, 25-minute interviews; meals; and networking night
- Friday includes a space in CAPLA from 10am to 5 pm to conduct additional interviews with new candidates or 2nd round interviews for students met on Thursday. These interviews are employer scheduled.

## BOOTH PACKET

- Allowed 4 Job Fair Company Attendees (RSVP required ahead of time for accurate headcount and planning)
- Reserved Parking for 1 Vehicle in the Park Parking Garage (Thursday and Friday)
- 20 Interview Slots - Thursday (10 is the standard allowance per day, please inform us 4 weeks in advance if you desire to open 20 spots at no additional charge)
- 1 - 6ft Banquet Table (4 employees, 1 student chairs) for Thursday Booth
- If decide to increase to 20 interview slots on Thursday, 1 - 36in Low Bistro Table and Linens Included
- 1 - 6ft Banquet Table (4 employer, 1 student chairs) included for Friday Interview
- 1 TV monitor for Thursday booth
- Electrical Outlet for Thursday booth



## PLATINUM (\$1,000)

### MEAL PACKET

- Thursday Morning Breakfast for 4 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Thursday Boxed Lunch for 4 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Friday Morning Continental Breakfast for 4 Attendees (RSVP required ahead of time for accurate headcount and planning)

### BRANDING

- Marketing/Logo Listings: CAPLA Job Fair site; CAPLA Annual Report; CAPLA Newsletter, Fair Student Resources, Fair Social Media Posts

## **GOLD (\$800)**

### **FAIR PARTICIPATION DAYS**

- Full-day Thursday & Friday, February 6th and 7th
- Thursday includes Fair browse; 10-20, 25-minute interviews; meals; and networking night
- Friday includes a space in CAPLA from 10am to 5 pm to conduct additional interviews with new candidates or 2nd round interviews for students met on Thursday. These interviews are employer scheduled.

### **BOOTH PACKET**

- Allowed 3 Job Fair Company Attendees (RSVP required ahead of time for accurate headcount and planning)
- 20 Interview Slots - Thursday (10 is the standard allowance per day, please inform us 4 weeks in advance if you desire to open 20 spots at no additional charge)
- 1 - 6ft Banquet Table (3 employer, 1 student chairs) for Thursday Booth
- 1 - 6ft Banquet Table (3 employer, 1 student chairs) included for Friday Interview
- Electrical Outlet for Thursday booth

## **GOLD (\$800)**

### **MEAL PACKET**

- Thursday Morning Breakfast for 3 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Thursday Boxed Lunch for 3 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Friday Morning Continental Breakfast for 3 Attendees (RSVP required ahead of time for accurate headcount and planning)

### **BRANDING**

- Marketing/Logo Listings: Fair Student Resources, Fair Social Media Posts



## SILVER (\$600)

### FAIR PARTICIPATION DAYS

- Full-day Thursday, February 6th
- Thursday includes Fair browse; 10, 25 minute interviews; meals; and, networking night

### BOOTH PACKET

- Allowed 2 Job Fair Company Attendees (RSVP required ahead of time for accurate headcount and planning)
- 1 - 6ft Banquet Table (2 employer, 1 student chairs) for Thursday Booth
- Electrical Outlet for Thursday booth

### MEAL PACKET

- Thursday Morning Breakfast for 2 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Thursday Boxed Lunch for 2 Attendees (RSVP required ahead of time for accurate headcount and planning)

### BRANDING

- Marketing/Logo Listings: Fair Student Resources

# **CERTIFIED & NON-PROFIT AGENCY 501(C)(3) (\$250)**

## **FAIR PARTICIPATION DAYS**

- Full-day Thursday, February 6th
- Thursday includes Fair browse; 10, 25 minute interviews; meals; and, networking night

## **BOOTH PACKET**

- Allowed 1 Job Fair Company Attendees (RSVP required ahead of time for accurate headcount and planning)
- 1 - 36in Low Bistro Table with chairs (1 employer, 1 student)
- Electrical Outlet

## **MEAL PACKET**

- Thursday Morning Breakfast for 1 Attendees (RSVP required ahead of time for accurate headcount and planning)
- Thursday Boxed Lunch for 1 Attendees (RSVP required ahead of time for accurate headcount and planning)

# PACKAGE ADD-ON'S

## TITLE

- Reserved all day parking pass:  
**\$20 per additional vehicle**
- Additional Company Representative (2 MAX):  
**\$80 per person**

## PLATINUM

- Reserved all day parking pass:  
**\$20 per additional vehicle**
- Additional Company Representative (2 MAX):  
**\$80 per person**
- Linen for 6ft banquet table (Thursday):  
**\$20**

## GOLD

- Reserved all day parking pass:  
**\$20 per vehicle**
- Additional Company Representative (1 MAX):  
**\$80 per person**
- Linen for 6ft banquet table (Thursday):  
**\$20**
- 1 - 36in Low Bistro Table and Linens - if want extra space for additional interviews (20) on Thursday:  
**\$25**

## SILVER/CERTIFIED

- Reserved all day parking pass:  
**\$20 per vehicle**
- Additional Company Representative (1 MAX):  
**\$80 per person**
- Linen for 6ft/36in banquet table (Thursday):  
**\$20**