

2025 Co-op Days Employer Information Packet



We look forward to hosting you back on campus for our 2025 Co-op Days Recruitment events. Thank you for trusting in our team to support your recruitment needs. It is our pleasure to be a proud partner to a variety of incredible industry professionals and we appreciate your efforts in creating positive experiences for Purdue University students. This information packet is a resource guide for attendees traveling to Purdue, please feel free to reach out if you have any immediate questions or concerns. – *Purdue OPP Employer Engagement Team*

Important Action Item:

Co-op Days Rep. Registration Form – Please complete registration by submitting contact info, dietary restrictions, accommodation for all attending reps. As we strive to provide a seamless and impactful visit to Purdue, deadline to complete is January 17 at 5:00pm For questions, contact balbrech@purdue.edu.

Co-op Days 2025 Schedule & Important Reminders

(Parking Details and address located below for all events)

Monday, January 27, 2025 – Indianapolis Campus

Purdue in Indianapolis Co-op & Internship Fair

We are excited to offer a new event this year; Purdue University in Indianapolis Co-op and Internship Career Fair. Purdue University in Indianapolis officially launched this summer on July 1st as the new urban campus extension with Engineering, Science and Technology. With over 800+ new beginners and 2000+ continuing students, we are preparing them for the jobs of tomorrow through strong industry partnerships.

- Employer Registration with light breakfast and coffee 8:00am - 9:30am
- Career Fair Employer Keynote Message 9:30am
- Career Fair 10:00-1:00pm
- Employer box lunches will be provided 11:30pm – 1:00pm

OPP Co-op Days Employer Engagement Meeting – West Lafayette Campus

We invite all employers to attend our newly revamped Employer Engagement Meeting to learn about new updates about our programs and participate in an open discussion around recruiting co-op students and partnering with our office.

- Employers encouraged to arrive between 3:00pm-3:30pm at PMU Lounge 118
- Engagement Meeting 3:30-5:00pm
- Light snacks and beverages will be served

PPA Student Networking Night (Registration Required)

The official Purdue Co-op student organization, Professional Practice Ambassadors, will be hosting a casual, come as you are networking event as an introduction to our Co-op Career Fair. PPA will provide signage, name badges and information for students with a directional map of the space. Each employer will have a cocktail table to engage with students in a conversation style. We ask that no branded banners or signage be used for this event.

- Employer Registration and Check-In 5:15pm - 5:45pm
- Meal vouchers will be given to registered attendees only
 - Dining options - [PMU Atlas Family Marketplace](#)
- Networking Event 6:00pm - 8:30pm in PMU South Ballroom



Tuesday, January 28, 2025 – West Lafayette Campus

Co-op Days Career Fair

Employer setup/check-in will start at 8:30am, and our team will be on-site to assist. We recommend planning to arrive early to accommodate for delays in parking and arriving to the ballrooms. Student staff will be available at the entrance of the PMU to help unload materials/supplies (follow Co-op Days signage).

Registration includes (1) table that will be covered with black linen and (2) chairs. Employers are welcome to bring pop-up banners but may not exceed the area provided.

Employer Hospitality will be in PMU 118 with beverages including coffee, tea and water.

- Employer Registration with light breakfast and coffee 8:30am – 9:45am
- Career Fair 10:00am - 4:00pm in PMU Ballrooms
- Employer box lunches will be provided in the PMU Lounge, room 118, from 11:15am-1:00pm

Shipping Materials

Employers interested in shipping materials for the Co-op Career Fair can ship to the address below.

(Shipping only available for West Lafayette event). Return shipping can be setup. Employers must have all labels printed and ready for shipment upon departure. All packages must be scheduled for delivery on or before January 27th and will be delivered to the PMU Ballroom on January 28th.

Purdue University
Purdue Conferences/Sam Cleveland
128 Memorial Mall, Stew G32
West Lafayette, IN 47907-2034
ATTN: Co-op Days Career Fair

Wednesday, January 29, 2025 – West Lafayette Campus

Co-op Interview Day

All interview schedules are to be coordinated by the employer. The sample interview schedule template for this event is attached to this email, but it is not required. The interview day is setup on 30-minute timeslots with the first interview timeslot at 8:00am and final interview ending at 5:00pm. Students will be required to check-in for their interview and will be released on coordinated bell-system by our team.

- Employer check-in and registration will begin at 7:00am. Our team will be on-site to assist all day.
- Employer Hospitality will be in PMU 118 with beverages including coffee, tea and water. Employers will have access to a light breakfast 7:30am – 9:00am
- Interview Day 8:00am - 4:30pm in PMU Ballrooms
 - Employers will be required to schedule interviews independently. Sample interview schedules will be available at the Career Fair check-in.
- Lunch vouchers for registered attendees will be provided upon check-in for use in the PMU Atlas Family Marketplace



Parking Information

Purdue in Indianapolis Campus

- This career fair will be held at University Tower, (911 W North St, Indianapolis, IN 46202)
- Guest parking is under the building. Enter from the North Side and follow signage.
- You will need to pull a ticket when entering, and you will receive a validation pass at employer check-in. You will need both (the entry ticket and validation pass) to exit.

West Lafayette Campus

Grant Street Garage is recommended for all Co-op Days Events. This is located across the street from the Purdue Memorial Union (PMU). Parking will *only* be validated in the Grant Street Garage with a max 1 validation a day.

Address Information

Grant Street Garage (PGG) – 120 Grant St, West Lafayette, IN 47906

Purdue Memorial Union (PMU) – 201 Grant St, West Lafayette, IN 47906

[Purdue University Campus Map](#)

Important Reminders for Employers

1. **Create your co-op and internship posting in [X Engine](#).** Unique to OPP and similar programs, this platform serves a hub for students to find internships, co-ops, workshops, events and more. By creating job postings prior to the fair, students gain a better understanding of openings and get to know your recruiting needs. **Employers registered to conduct Interviews Only must** create a job posting in order to receive applicants and schedule interviews.
2. **Set-up Career Fair Plus Recruiter Account** – We continue to partner with the Career Fair Plus software to support a mobile-friendly information delivery about your company, hiring requirements and event information. In addition to general company info, you, the recruiter, can opt to collect resumes via the CF+ Resume Drop option. Employer representatives who registered for Co-op Days will receive an email from CF+ with links and instructions. If you are new to CF+, feel free to review [their Step-by-Step Training Guide for Recruiters](#).
3. **Payments** – Any registered employers with unpaid balances will be required to complete payment on-site with our registration team upon employer check-in via credit card. If you have not received a summary of your event fees and the instructions to process payments, please contact Barb Albrecht balbrech@purdue.edu.

Questions or Special Accommodations Request

- We are committed to fostering a welcoming, inclusive environment where all individuals have equal access. As we prepare for the upcoming career fair, we want to ensure that every attendee, regardless of unique needs or circumstances, can participate fully and meaningfully. Please feel free to reach out to our team if you have any requests or accommodations.
- For all questions or concerns regarding the 2025 Co-op Days Events, please contact Barb Albrecht. balbrech@purdue.edu

