



2024 Co-op Days

Employer Information Packet



PURDUE
UNIVERSITY®

Office of Professional Practice

Welcome, Co-op Employers!

We look forward to hosting you back on campus for our 2024 Co-op Days Recruitment events. Thank you for trusting in our team to support the hiring needs for your talent pipeline. 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.



Timeline of Events + Additional Info

Monday, January 29, 2024

OPP Co-op Days Employer Engagement Meeting

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

- All Employers Welcome – Please [Register Here](#) (No cost to attend, refreshments provided)
- Location: Lambertus Hall, LMBS 1263 (363 N Grant St., West Lafayette)
- Time: 3:00pm – 4:30pm

PPA Student Networking Night Event – 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, and we ask that companies do not bring banners or signage for this event.

2024 Co-op Days - Employer Information Packet

- Location: Purdue Memorial Union – North Ballroom (101 N Grant St.; West Lafayette)
- Time: 6:00pm – 8:30pm*

PPA Executive Board will be hosting a pre-event eat and meet with a choice meal option in the PMU Atlas Family Marketplace.

***Employers attending the PPA Networking Night are asked to arrive to the North Ballroom by 5:00pm for the pre-event eat and meet and no later than 5:45pm for registration/setup.**



Tuesday, January 30, 2024

Co-op Days - Career Fair Event

- Location: Purdue Memorial Union – North & South Ballrooms
- Time: 10:00am – 4:00pm

Employer setup/check-in will start at 8:00am 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. Employers must request electricity prior to January 19th and requests are not guaranteed. Please email [Barb Albrecht](#) with details regarding this request. Hospitality area(s) will be set up with beverages including coffee, tea, water and variety of sodas. Lunch vouchers will be distributed at employer check-in for use in the PMU Atlas Family Marketplace.

[Click Here or Scan QR Code to View Dining Options](#)



New for 2024 – we understand employers will not have time to step away from their booth, therefore our team will be providing pre-order options for lunch with delivery upon employer check-in.



Shipping Materials

Employers interested in shipping materials for the Co-op Days events to Purdue can ship to the address below. Return shipping can be setup, employers must have all labels printed and ready for shipment upon departure.

Ship to:

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

Wednesday, January 31, 2024

Co-op Days - Interview Event

All interview schedules are to be coordinated by the employer. 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.

- Location: Purdue Memorial Union – North & South Ballrooms
- Time: 8:00am – 5:00pm **(Breakfast will be provided 7:30am – 9:00am)**

Employer check-in will start at 7:00am and our team will be on-site to assist.

Hospitality area(s) will be set up with beverages including coffee, tea, water and variety of sodas.

Lunch vouchers will be distributed at employer check-in for use in the PMU Atlas Family Marketplace.

Parking Information

- Grant Street Garage is recommended for Co-op Days Events, this is located across the street from the Purdue Memorial Union and within walking distance to Lambertus Hall.
- Parking will *only* be validated in the Grant Street Garage, max 1 validation per day.

New for 2024 - All attendees must bring parking garage ticket to each daily event for validation

- Address Information
 - Grant Street Garage (PGG) – 120 S Grant St, West Lafayette, IN 47906
 - Purdue Memorial Union (PMU) – 201 Grant St, West Lafayette, IN 47906
 - Lambertus Hall (LMBS) – 363 Grant St, West Lafayette, IN 47907
 - [Purdue University Campus Map](#)

Final Reminders

- Create Job Postings in [OPP Database](#) – Our team has worked very hard to improve the student experience in our database. Our database and job board is not affiliated with myCCO and postings are

intended for co-op roles during specific academic terms (summer, spring, fall). Creating a job posting is a fantastic way to get a head start in recruiting students to your company and allow students to apply with their resume or complete your online application requirements via your HR software. To post a co-op job, login [here](#).

- Set-up Career Fair Plus Recruiter Account – We continue to partner with Career Fair Plus software to support mobile-friendly information delivery about your company, hiring requirements and event information. In addition to general company info, you as 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 on how to opt-in for Resume Drop (Please check your junk/spam folder). If you are new to CF+, feel free to review [their Step-by-Step Training Guide for Recruiters](#).
- Payments – Any registered employers with unpaid balances will be required 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.

Patrick Francis, patrickf@purdue.edu
Assistant Director, Employer Engagement

Barb Albrecht, balbrech@purdue.edu
Employer Information Specialist

