Step-By-Step Career Fair Registration

1. Register with Career Services for your free DIGGERecruiting account HERE. If you already have an account LOGIN HERE.
2. Login to your DIGGERecruiting account using your username and password. If you have forgotten your username, please contact Career Services. Do not make a new account! If you have forgotten your password, you may use the “Forgot your password?” option.
3. Click on “Career Events” along the tool bar at the top of the page.
4. Select “Career Fair” in the Category section and search.
5. Click “Register” under the Action field next to the appropriate career fair OR select the appropriate career fair under the Career Event Name field to review the details and then click “Register Now” at the top or bottom of the page.
6. Complete your Registration Information including:
   - Organization Name, First Name, Last Name, Address, City, State, Zip Code, Phone, Email, Website, Company Profile, Do you plan to interview Montana Tech students/alumni?
7. Select the appropriate Fees including:
   - Attendance Fees-Career Fair Table (required)
   - Quantity Fees-Please let us know how many recruiters will be attending the Welcome Reception and Career Fair
   - Item Fees-Will you have a floor or table display? Do you need access to electrical outlets? Would you like to place an advertisement in the Career Fair Handbook? Will you be conducting 2nd Day Interviews? Would you like to be part of a workshop?
8. Under the Payment section, select your Payment Method.
9. Click “Continue.”
10. Enter the Recruiter Name(s), Title(s), and Email(s) of the Attending Recruiters. If you do not know who will be attending when you register, please make sure to update Career Services once you have this information.
11. Click “Continue.”
12. Complete your event Profile Information including:
   - How many positions will you be recruiting for at this career fair?, Majors, Degrees Sought, Industry Category, Position Types, Does your company have a policy to hire international students?, Are you aware international students may be hired for up to 24 months after graduation?
13. Click “Continue.”
14. Review your Employer Registration. To make changes, click on [Edit] in the top right corner of the section (if available). Please note that if your registration has already been approved, you will not be able to make changes. Contact Career Services at 406.496.4140 if you need to make changes once your registration has been approved.
15. Once your registration has been reviewed and approved by the Career Fair Coordinator, you will receive an email with the “Approval Packet.”