

FALL 2017 CAREER DAY
TUESDAY, SEPTEMBER 12, 2017
9:30 AM — 3:30 PM
 REGISTRATION OPENS MAY 22ND



FREQUENTLY ASKED QUESTIONS

I. WHY SHOULD AN ORGANIZATION CONSIDER ATTENDING MINES CAREER DAY?

If your organization is looking for great engineering, technical, applied science, and/or economics and business talent then this is the place to come! The career day event can be filled with students, new grads, and alumni. But they are also filled with other working professionals from your industry, professionals that can normally be categorized into different groups. These groups are not only a recruiting consideration when participating in a career fair, but can also present other opportunities for your company. If you need more ideas on branding your company on campus during Career Day, please request our free employer's guide to campus branding strategies.

II. WHERE IS THE SPRING CAREER DAY HELD?

The Career Day event is held at the Colorado School of Mines Student Recreation Center (SRC). This is located at 1651 Elm St., Golden CO 80401.

III. WHAT IS THE SCHEDULE FOR THE SPRING CAREER DAY?

| | |
|---------------------------|---|
| 7:30 am – 9:30 am | Check-in and booth set-up. Career Day booths need to be set up during this time period. |
| 9:30 am – 11:30 am | Continental breakfast will be available in the upstairs and downstairs Employer Business/Refreshment Centers. Networking with Faculty. |
| 9:30 am – 3:30 pm | Recruiting Fair for full-time, part-time, summer internship, and co-op positions. Networking with Faculty. |
| 11:00 am – 2:15 pm | Great drop-in buffet lunch provided in the Student Center Grand Ballroom (second floor of the Ben Parker Student Center). <i>* We will not be closing for lunch.</i> |
| 11:00 pm - 4:00 pm | Massage Therapists for the Recruiters (complimentary) are located in the upper level Employer Business/Refreshment Centers. |
| 1:00 PM – 3:00 pm | A light snack and sandwiches will be available in the upstairs and downstairs Business/Refreshment Centers. Networking with Faculty. |
| 3:00 pm | Exhibits close and exhibitors pack up materials. If shipping packages out, bring to event shipping tables. |

IV. CAN I REGISTER ON-LINE?

Yes. Registration for the Fall 2017 Career Day will open May 22, 2017. Link is:
http://careers.mines.edu/Emp_CD.html

V. WHAT ARE THE FEES? WHAT DO THEY INCLUDE?

Basic Career Day package includes:

- Booth – 10' x 8' – entire area carpeted
- Table – 6' draped and 3 folding chairs
- Sign – 7" x 44" company name sign
- Lunch for up to 3 attendees / Continental breakfast and afternoon refreshments
- Company description and logo published in the Career Day Event Guide
- Company name included on "Who Wants My Major" sections throughout the guide
- Company listing on the Career Center website and in DiggerNet
- One free interview space per booth (table or room...dependent upon availability the day after Career Fair, with options for additional spaces (see Section VII)

Featured Career Day sponsor package includes *(limited number available)*:

- Preferred corner or front high visibility booth location
- Booth – 10' x 8' – entire area carpeted
- Table – 6' draped and 3 folding chairs
- Electricity included
- Sign – 7" x 44" company name sign
- Lunch for up to 4 attendees / Continental breakfast and afternoon refreshments
- Company description and logo published in the Career Day Event Guide
- Company name included on "Who Wants My Major" sections throughout the guide
- Company logo on Featured Sponsor signage at event
- Company logo as one of the Featured Sponsors on the first page of the Career Day Event Guide
- Company logo as one of the Featured Sponsors on Career Center Career Day Web Page
- Company listing on the Career Center website and in DiggerNet
- One free interview space per booth (table or room...dependent upon availability the day after Career Fair, with options for additional spaces (see Section VII)

Outer Atrium Table Career Day package includes:

- Table in atrium or room outside of main arena – 6' draped and 2 folding chairs
- Sign – 7" x 44" company name sign
- Lunch for up to 3 attendees / Continental breakfast and afternoon refreshments
- Company description and logo published in the Career Day Event Guide
- Company name included on "Who Wants My Major" sections throughout the guide
- Company listing on the Career Center website and in DiggerNet
- One free interview space per booth (table or room...dependent upon availability the day after Career Fair, with options for additional spaces (see Section VII)

Fees:

| Service | Price | Tax | Total Cost |
|--|----------|-------|-------------------|
| Business/Industry for Basic Career Day Package | 683.72 | 51.28 | \$735.00 |
| Non-profit | 295.00 | n/a | \$295.00 |
| Featured Sponsor | 869.77 | 65.23 | \$935.00 |
| Business/Industry for Outer Atrium Table | 227.91 | 17.09 | \$245.00 |
| Electricity to booth <i>*this is already included in featured sponsor package</i> | 93.02 | 6.98 | \$100.00 |
| Continental breakfast and afternoon snacks | included | n/a | included |
| Lunch (for up to 3 attendees/featured sponsors up to 4 attendees) | included | n/a | included |
| Additional Attendees | 27.91 | 2.09 | \$30.00 pp |
| Company Description published in Career Day Event Guide (submitted during online registration) | included | n/a | included |

VI. WHAT ARE THE FEES FOR A DISPLAY ADVERTISEMENT IN THE “CAREER DAY EVENT GUIDE”?

Advertising in the Program Guide is an excellent way to get your name out on campus. We publish both hard-copy and on-line versions of this very popular guide that is available to students, alumni and faculty. A company that cannot attend the event can purchase an advertisement and add a resume drop option at no additional cost.

| Advertising Rates (not taxable – same rates for resume drops) | Black and White | Color |
|---|-----------------|--------|
| ¼ page (5.0” High x 3.75” Wide) | \$175 | \$295 |
| ½ page (5.0” High x 7.5” Wide) | \$295 | \$575 |
| Full Page (10” High x 7.5” Wide) | \$495 | \$895 |
| Inside Cover – Front or Back (Full bleed – 8.5” x 11.0”) | None | \$1100 |
| Back Cover (Full bleed – 8.5” x 11.0”) | None | \$1350 |

VII. HOW DO I SCHEDULE ON-CAMPUS INTERVIEWS AROUND CAREER DAY?

Next day interviews – 1st interview room reservation is free with career fair registration but must be reserved at registration time. These are first come, first serve, mainly placed in common interview area. Private rooms are limited and after they are filled there will be a waiting list. Pricing structure is indicated in the table below. To schedule your interviews during this time, or later in the semester, contact Debbie Behnfield at 303-273-3253 or dbehnfie@mines.edu. We will be advertising these in the event program guide.

| On-Campus Room Reservations for Next Day Interviewing | Price | Tax | Total Cost |
|---|-------|------|---------------|
| One interview table per booth indicated at time of Career Fair Registration | FREE | FREE | FREE |
| Additional table(s) on September 13th | 23.26 | 1.74 | 25.00 |
| Additional private room (if available) on September 13th | 93.02 | 6.98 | 100.00 |
| ALL Interview Tables/Rooms beginning Thursday, Sept. 14 th | FREE | n/a | FREE |

VIII. HOW DO I SCHEDULE INFORMATION SESSIONS AROUND CAREER DAY?

Career Day participants have the option to schedule information sessions during this week, or later in the semester. Request through DiggerNet when posting job opportunities or contact Debbie Behnfield at 303-273-3253 or dbehnfie@mines.edu. We will be advertising these in the event program guide.

IX. HOW DO I MAKE A PAYMENT?

Payment is due within 30 days after registration or two weeks prior to the event (whichever comes first), unless written arrangements have been made with the Career Center. Send checks to “Career Day”, Mines Career Center, 1600 Maple Street #37, Golden, CO 80401. You will receive an email when Mines actually receives your payment. For questions on invoices, contact Jane Cain, 303-273-3233 or lcain@mines.edu.

X. WHAT ARE THE DEADLINES?

- Registration will open May 22, 2017 until the event fills up, at which time it will be closed and companies will be placed on a wait list.
- The deadline for the Mines Career Day Program Guide information and ad copy is July 31, 2017. Please email ads to jeanmann@mines.edu. Companies who register after July 31st **may not** be included in the bound copy of the Mines Career Day Program Guide, **but will be included in the Mines Career Day Program Guide Addendums**, as well as the copy posted on the Mines Career Center website.
- Mines Career Day is a very popular event and fills up quickly. When this occurs a wait list is started. If a registered company cancels, the other organizations on the wait list will need ample notice to make the necessary travel and/or recruiting arrangements. Companies are considered registered upon registration (whether paid or not). Cancellations must be in writing. In the event of cancellation:

- a. Refunds may be given if requested in writing by the aforementioned program guide deadline. However, due to the administrative and financial costs associated with Career Day registration, a \$50.00 processing fee will be retained or charged by Mines if cancelled after 30 days and /or prior to program guide deadline.
- b. If the company cancels after the aforementioned program guide deadline (whether paid or not), additional costs are incurred by the college and only a partial (50%) refund or 50% charge will be incurred by the company. However, there would not be a refund or a 100% charge on any display ad that was printed.
- c. If the cancelation is less than 10 days prior to the event, we may not be able to fill the reserved space, in which case the full registration fee is non-refundable.
- d. If the company is confirmed, but has not paid, they would be billed for the aforementioned charges incurred.

XI. WHERE DO I PARK ON CAMPUS?

Important...we have 5 designated visitor parking lots for the Career Day recruiters on campus. Five (5) large courtesy event buses will be driving through the parking lots from 7:00 AM – 5:00 PM to assist employers. Event staff will be on board to assist you. We will have additional parking staff at the lots and event center to help you with directions. Career Day is a special event, so you will have a special parking pass to place on your dash that day, instead of using the normal parking code provided by the Career Center. This (and the event parking map) is on your original confirmation/invoice as well as located on the bottom of your email. The pass should be emailed to and printed by all recruiters for you company. If you have any questions, please feel free to contact Jean Manning-Clark at 303-327-3239 or jeanmann@mines.edu.

XII. IF I AM BRINGING MATERIALS, WHERE IS THE BEST PLACE TO UNLOAD THESE?

For unloading and loading purposes, you may pull in temporarily on the Northwest side of the Student Recreation Center or load lighter carryon items on the buses (refer to campus map), near 17th and Elm. Loading zones will have volunteers from student organizations and Career Day staff available for assistance. You can also set up your booth on the Monday prior to the event.

XIII. WHAT ARE THE PROCEDURES FOR SHIPPING MATERIALS TO MINES BEFORE CAREER DAY?

- **Ship to:**
COLORADO SCHOOL OF MINES "CAREER DAY"
(Your Company's Name)
 Central Receiving
 1301 19th Street
 Golden, CO 80401
- The Mines receiving department will accept and store your materials until Career Day arrives. Ship materials far enough in advance for adequate delivery time.
- Mark **"Career Day"** very clearly, and in large letters, on each of your packages. Please number each package (e.g., 1 of 2, 2 of 2, etc.)
- Your packages will be delivered to your booth for you to set up on the morning of Career Day.

XIII. WHAT ARE THE PROCEDURES FOR SHIPPING MATERIALS AFTER CAREER DAY?

- **The outgoing pick-up location is:**
COLORADO SCHOOL OF MINES
 1651 Elm St.
 Golden, CO 80401
- At the end of Career Day, please drop off your outgoing materials at the event shipping table between 3:30 – 4:30 to be picked up by 5:00 PM on Tuesday, September 12 at the designated shipping table, conveniently located in the SRC. **Shipping does not open prior to 3:30 and packages may not be left before that time.**
- It is your responsibility to have all packages **properly sealed and labeled with completed shipping forms (including your billing info).**

XIV. WHERE DO I FIND OUT MORE INFORMATION FOR SWE AND MEP EVENTS?

- Click on the link to learn more about the [Minority Engineering Program](#) and the WIRED event being held on Monday, September 11th in conjunction with the Mines Career Center.
- Click on the link (<https://orgsync.com/39047/forms/200643>) to go to the event page for [Society of Women Engineers \(SWE\)](#).

If you still have questions, please contact Jean Manning-Clark at 303.273.3239 or jeanmann@mines.edu.