I. **WHY SHOULD AN ORGANIZATION CONSIDER ATTENDING CSM 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 FALL 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. A map of the campus is located at: [http://careers.mines.edu/Career_Day.html](http://careers.mines.edu/Career_Day.html)

III. **WHAT IS THE SCHEDULE FOR THE FALL CAREER DAY?**

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

**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
- Continental breakfast and afternoon refreshments
- Lunch for up to 4 attendees
- 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
- Free interview room the day(s) after Career Day

**Fees:**

<table>
<thead>
<tr>
<th>Service / Industry</th>
<th>Price</th>
<th>Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business/Industry</td>
<td>683.72</td>
<td>51.28</td>
<td>$735.00</td>
</tr>
<tr>
<td>Non-profit</td>
<td>295.00</td>
<td>n/a</td>
<td>$295.00</td>
</tr>
<tr>
<td>Featured Sponsor</td>
<td>869.77</td>
<td>65.23</td>
<td>$935.00</td>
</tr>
<tr>
<td>Electricity to Booth *this is already included in featured sponsor package</td>
<td>93.02</td>
<td>6.98</td>
<td>$100.00</td>
</tr>
<tr>
<td>Continental breakfast and afternoon snacks</td>
<td>included</td>
<td>n/a</td>
<td>included</td>
</tr>
<tr>
<td>Lunch (for up to 3 attendees/featured sponsors up to 4 attendees)</td>
<td>included</td>
<td>n/a</td>
<td>included</td>
</tr>
<tr>
<td>Additional Attendees</td>
<td>27.91</td>
<td>2.09</td>
<td>$30.00 each</td>
</tr>
<tr>
<td>Company Description published in Career Day Event Guide (submitted during online registration)</td>
<td>included</td>
<td>n/a</td>
<td>included</td>
</tr>
</tbody>
</table>

**V. 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.

<table>
<thead>
<tr>
<th>Advertising Rates (not taxable)</th>
<th>Black and White</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>¼ page (5.0” High x 3.75” Wide)</td>
<td>$175</td>
<td>$295</td>
</tr>
<tr>
<td>½ page (5.0” High x 7.5” Wide)</td>
<td>$295</td>
<td>$575</td>
</tr>
<tr>
<td>Full Page (10” High x 7.5” Wide)</td>
<td>$495</td>
<td>$895</td>
</tr>
<tr>
<td>Inside Cover – Front or Back (Full bleed – 8.5” x 11.0”)</td>
<td>None</td>
<td>$1100</td>
</tr>
<tr>
<td>Back Cover (Full bleed – 8.5” x 11.0”)</td>
<td>None</td>
<td>$1350</td>
</tr>
</tbody>
</table>
VI. **HOW DO I SCHEDULE INFORMATION SESSIONS OR ON-CAMPUS INTERVIEWS AROUND CAREER DAY?**

Career Day participants have the option to schedule free interview room(s) the day(s) immediately after Career Day. To schedule your interviews or information sessions 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.

VII. **CAN I REGISTER ON-LINE?**

Yes. Registration for the Spring 2016 Career Day will open October 20, 2015. Link is: http://careers.mines.edu/Emp_CD.html

VIII. **HOW DO I MAKE A PAYMENT?**

Credit Card payments are recommended through the secure credit card payment section of the online Career Day registration. 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”, CSM Career Center, 1200 16th #37, Golden, CO 80401. You will receive an email when CSM actually receives your payment. For questions on invoices, contact Jane Cain, 303-327-3233 or lcain@mines.edu.

IX. **WHAT ARE THE DEADLINES?**

- Registration will open October 20, 2015 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 CSM Career Day Program Guide information and ad copy is December 31, 2015. Please email ads to jeanmann@mines.edu. Companies who register after December 31st may not be included in the bound copy of the CSM Career Day Program Guide, **but will be included in the CSM Career Day Program Guide Addendums**, as well as the copy posted on the CSM Career Center website.
- CSM 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 form completion. Cancellations must be in writing. In the event of cancellation:
  
  1. 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 CSM if cancelled after 30 days and/or prior to program guide deadline.
  2. If the company cancels after the aforementioned program guide deadline, 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.
  3. If the cancellation 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.
  4. If the company is confirmed, but has not paid, they would be billed for the aforementioned charges incurred.

X. **WHERE DO I PARK ON CAMPUS?**

Due to revised campus layout, lots, and buildings, parking for large events has changed. New lots are being used. A map of designated Career Day Recruiter parking lots will be sent to recruiters by December 15th. If you have any questions, please feel free to contact Jean Manning-Clark at 303-327-3239 or jeanmann@mines.edu.

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

For unloading and loading purposes, you may park temporarily on the Southwest side of the Student Recreation Center (refer to campus map), near 17th and Elm. This is the upper level of the SRC and we will have Career Day staff and students assisting you.
XII. WHAT ARE THE PROCEDURES FOR SHIPPING MATERIALS TO CSM BEFORE CAREER DAY?

- **Ship to:**
  
  COLORADO SCHOOL OF MINES "CAREER DAY"
  
  (Your Company's Name)
  
  Central Receiving
  
  1301 19th Street
  
  Golden, CO 80401

- The CSM 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 3:00 – 4:30 to be picked up by 5:00 PM on Tuesday, February 9th at the designated shipping table, conveniently located in the SRC. **Shipping does not open prior to 3:00 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 [here](#) to learn more about the Minority Engineering Program and the WIRED event being held on Monday, February 8th in conjunction with the CSM Career Center.
- Click [here](#) 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.*