SCHOOL OF
INFORMATICS AND COMPUTING

FALL CAREER FAIR

BLOOMINGTON CONVENTION CENTER
Thursday, September 8, 2016
11 am–4 pm

Recruiter’s Guide

To be of greatest value, the Recruiter’s Guide should be given to those representing your organization at the Career Fair, as well as to those making travel arrangements and coordinating trip logistics. Recruiters with disabilities who may need assistance should call 812-856-4322 to discuss specific requests.
Thank you for registering for the Fall Career Fair. Please read the following information carefully to properly arrange your visit. We look forward to seeing you at the Career Fair!

**Schedule of Events**

**Resume Review Blitz**

*Tuesday, September 6 & Wednesday, September 7, 2016*

School of Informatics and Computing, Informatics East
919 E. 10th Street, Bloomington, IN 47408

The Resume Blitz is designed to provide students with a fresh employer perspective to individually review and critique resumes and offer tips for improvement.

**Accelerator Council Meeting and Accelerator Reception (by invitation only)**

*Wednesday, September 7, 2016*

Indiana Memorial Union
900 E. 7th Street, Bloomington, IN 47405

The Accelerator Council Meeting and Accelerator Reception are events inviting representatives from companies participating in the Accelerator Corporate Giving Program to meet with faculty and staff to discuss industry and recruiting trends, and meet high-achieving students from the School of Informatics and Computing. For more information about the Accelerator Corporate Giving Program, please contact Jodie Sackley at jocarlbe@indiana.edu.

**Employer-Faculty Reception**

*Wednesday, September 7, 2016 • 5:30 pm–7:00 pm*

Indiana Memorial Union, University Club
900 E. 7th Street, Bloomington, IN 47405

The Employer-Faculty Reception invites employer representatives and faculty members from the School of Informatics and Computing to network informally and share ongoing trends and developments in both the classroom and in industry.

**Fall Career Fair**

*Thursday, September 8, 2016 • 11:00 am–4:00 pm*

Bloomington Convention Center
302 S. College Avenue, Bloomington, IN 47403

*Employers may begin setting up their Career Fair booths at 9:30 am. Buffet lunch will be served between 12:00–2:00 pm, with soup and salad available from 1:30–3:00 pm.*

**Mock Interview Day**

*Friday, September 9, 2016*

Indiana Memorial Union
900 E. 7th Street, Bloomington, IN 47405

Help prepare SoIC students to interview effectively by conducting mock interviews.

**On-Campus Interviews**

Participating in on-campus interviews is an excellent opportunity to improve your company’s presence with students and often contributes to a more successful recruiting season. The Career Services Office offers two options for hosting on-campus interviews.

**Option 1**

**Next-Day Interviews**

*Friday, September 9, 2016 • 8:00 am–5:00 pm*

Indiana Memorial Union – Alumni Hall
900 E. 7th Street

For Next Day Interviews, employers are expected to build their own interview schedules. At the Career Fair, we will provide you with a blank schedule that you may use as an interview sign-up sheet. At Next Day Interviews, please give us the carbon copy of that schedule so that we may properly check in students when they arrive.

For more information about Next Day Interviews, please contact Ellen Rodkey at eecoe@indiana.edu.

**Option 2**

**On-Campus Interviews**

*September 19 – December 2*

Informatics and Computing Career Services
919 E. 10th Street, Room 110

On-Campus Interview schedules are managed through SoIC Careers, our online job posting and interview scheduling system. We manage these schedules on a daily basis, and we will work with you to select a date and create a schedule that best meets your needs.

To request an on-campus interview date, please log into SoIC Careers. Interview dates are approved on a first come, first served basis. For more information about On-Campus Interviews or about adding non-SoIC students to your schedule, please contact Ellen Rodkey at eecoe@indiana.edu.
Travel and Lodging

Travel by Plane

The primary commercial air service to Indiana University is provided by the Indianapolis International Airport (IND), located 50 miles north of Bloomington. From the Indianapolis International Airport, you can rent a car or take a shuttle to Bloomington.

- Go Express Travel, 1-800-589-6004
- Star of America, 1-800-228-0814

Please allow for at least 1 hour and 30 minutes of travel time between Indianapolis and Bloomington.

Travel by Car

Detailed driving directions can be found on the Bloomington Convention Center website at www.bloomingtonconvention.com. There is plenty of FREE on-site parking at the Bloomington Convention Center.

Suggested Lodging

Courtyard Marriott (connected to the Convention Center)
310 S. College Avenue, Bloomington, IN 47403
(812) 335-8000

Biddle Hotel (Indiana Memorial Union)
900 E. 7th Street, Bloomington, IN 47405
(800) 209-8145

Dining Suggestions

Bloomington offers many great dining options, and an excellent dining guide can be found at www.mgblom.com/dining-out.

Cancellation Policy

Cancellation requests must be received in writing to Ellen Rodkey at eecoe@indiana.edu no later than Wednesday, August 31, 2016 to be eligible for a refund (less a $20 cancellation fee for paid registrations). No refunds will be issued after that date.

Displays and Materials

Career Fair Display

All registrations include one 8-foot table for your display, black table covering, wireless internet access, and access to electricity at your table. To unload and set up your Career Fair display, you may pull up to the curb near the south entrance of the Convention Center. Volunteers will be available to assist you.

Shipping

If you plan to ship displays and other company materials, you MUST follow these shipping instructions.

Shipments must arrive on exactly September 7th. All shipments must be marked with your company name, the event date, and the event name. You MUST include “HOLD FOR INFORMATICS AND COMPUTING” on all boxes. If you are shipping more than one box, indicate how many boxes are being shipped (e.g., 1 of 3, 2 of 3, 3 of 3).

You may use the pre-printed shipping label(s) (compatible with Avery label 5164 - download in MSWord or PDF format) or address your materials as follows.

Ship to:
Bloomington Monroe County Convention Center
302 South College Avenue
Bloomington, IN 47403

HOLD FOR INFORMATICS AND COMPUTING CAREER FAIR
September 8, 2016
Box # ___ of ___

PLEASE NOTE: The School of Informatics and Computing and the Bloomington Convention Center do not assume responsibility for the shipment or post-event storage of employer displays or other materials. EMPLOYERS ARE RESPONSIBLE FOR ARRANGING THEIR OWN POST-EVENT PICK-UPS WITH SHIPPING VENDORS. Local shipping companies include Fed-Ex (1-800-463-3339), UPS (1-800-742-5877), and USPS (1-800-275-8777).

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INDIANA UNIVERSITY
Bloomington

Career Services
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Informatics East, Room 110
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www.soic.indiana.edu