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 Spring 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

Women in IT Networking Reception
Tuesday, January 26, 2016 • 9:30 am–11:00 am
Bloomington Convention Center
302 S. College Avenue, Bloomington, IN 47403

The Women in IT Reception is an event connecting women students from the School of Informatics and Computing to employers seeking to support the advancement of women in the tech industry. Meet and greet with students and other employer representatives from a variety of industries. Refreshments will be provided.

*Employers attending may begin setting up their Career Fair booths at 8:30 am.

Career Fair
Tuesday, January 26, 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. Lunch will be served 12:00–2:00 pm.

Cancellation Policy

Cancellation requests must be received in writing to Frances Adjorlolo at fadjorlo@indiana.edu no later than Friday, January 15, 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 January 25th. 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
January 26, 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).

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.magbloom.com/dining-out.
Hosting 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**

*Wednesday, January 27, 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 Frances Adjorlolo at fadjorlo@indiana.edu.

**Option 2**

**On-Campus Interviews**

*February 8 – March 11*

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 Staci McFall at sgmcfall@indiana.edu.

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**2013–2014 Year in Review**

- **132** companies recruited on-campus
- **1,109** interviews were conducted on-campus.
- **363** companies hired full-time and/or interns.
- **$19.3** million will be earned in full-time salaries

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Bloomington