



CAREER SERVICES OFFICE

Request an Information Table in the College of Business Administration

1. All information table requests are made through Handshake
 - a. If you don't already have a Handshake account, [Click Here to Register](#)
2. [Click here to request an event](#)
 - a. **If the link above does not work, follow the steps below within Handshake:**
 - i. Click on **Events** in the left hand navigation bar
 - ii. Click on **Request Event** tab in the right hand corner
3. Fill out the required fields as follows:

Event Name: [Company Name] Info Table

Format: On-campus: My company is hosting this event at a school

Host School: Kent State University

Career Center: Career Services Office, College of Business Administration

 - Please ensure the correct career center is selected in order for the request to be properly routed to our office

Type: Info Session

Start Date/End Date: Enter the desired date and time of the information table

 - For maximum student traffic, tables are available Monday – Thursday between the hours of 9:00 a.m. – 3:00 p.m. Tables are typically hosted for 2 - 4 hours.

Description: Enter a description (include any majors or job functions you are targeting, current hiring needs, etc.)
4. Click **Save** to submit the event. A CSO staff member will review your request and follow-up with additional information.

Questions? Contact buscareers@kent.edu