

FALL 2017 EMPLOYER TIMELINE



<p>Present – September 15th</p>	<p>Register to attend the Top Student Scholars Showcase in Flash@Work</p> <p>*It is <u>required</u> to attach a job/internship that you will be interviewing candidates for at this event - please click on “Add New Job” when filling out your registration - this <u>must</u> be created as a new job and <u>cannot</u> be a copied or existing job</p> <p>*Please Note: If you do not attach a job/internship <u>OR</u> if you copy or use an existing job, your registration will <u>not</u> be approved</p>
<p>Late Registration</p>	<p>Due to the timeline of pre-select interviews, late registration is not available.</p>
<p>September 22nd– September 25th</p>	<p>Candidates submit resumes to job/internship postings for pre-selection consideration</p>
<p>September 26th – September 29th at 5pm</p>	<p>You must select “Accept” or “Decline” for <i>each</i> candidate that pre-selected with your company before 5pm</p> <p>*Please note: Selecting candidates does not guarantee that they will sign up to interview with your organization. Therefore, we encourage you to submit more candidate names than available time slots on your schedule. Students sign up on a first-come, first-serve basis.</p>
<p>September 30th – October 2nd</p>	<p>Candidates begin to sign-up for interview time slots</p>
<p>September 29th</p>	<p>Digital resume book will be emailed of all participating candidate to main organization contact</p>
<p>October 3rd</p>	<p>Your schedule will be locked and no unauthorized changes will occur. You will receive a confirmation email containing a copy of your schedule as well as resumes for interviewees.</p>
<p>Friday, October 6th 9 – 9:45am – Meet and Greet 10 am – 4 pm – Scheduled Interviews</p>	<p>VanBenthuyzen Top Student Scholars Showcase at the Kent Student Center Ballroom</p> <ul style="list-style-type: none"> • The Meet and Greet with employers allows time for students and employers to connect in person prior to scheduled interviews. Employers may have openings on their schedule and are able to offer interview times to students during the Meet and Greet. • Interview times marked as “blocked” are not available for pre-sign up in Flash@Work. All Employers will have these three time slots open to extend offers to interview to students they meet. • Candidates must adhere to the <u>Interview Cancellation and No Show Policy</u> <p>Event Agenda: 7:45 – 9 am – Employer Check In & Breakfast 9 - 9:45 am – Meet and Greet</p>

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Interview Schedule:

- 1.) 10 – 10:20 am (blocked)
- 2.) 10:25- 10:45 am
- 3.) 10:50- 11:10 am
- 4.) 11:15- 11:35 am
- 5.) 11:40- noon

Noon – 1 pm - Employer Lunch Break

- 6.) 1 – 1:20 pm (blocked)
- 7.) 1:25- 1:45 pm
- 8.) 1:50- 2:10 pm
- 9.) 2:15 – 2:35 pm

2:35 -2:45 – BREAK

- 10.) 2:45 – 3:05 pm
- 11.) 3:10 – 3:35 pm
- 12.) 3:40 – 4:00 pm (blocked)