

 **Career Fair 2018**

School of Packaging

Michigan State University

**January 24 – 25th**

**Instructions for Employers**

The following information will be helpful to you in preparing for your successful participation in our Career Fair. If you have any questions or require assistance

along the way please contact:

Ronald Iwaszkiewicz, Placement Coordinator at 517-432-5179; iwaszkie@anr.msu.edu

**HOTEL RESERVATIONS:**

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| **The Kellogg Hotel and Conference Center**Host hotel. A block of rooms are reserved at a special rate for Career Fair attendees. Reservations can be made by calling: (800) 875-5090 or online at[www.kelloggcenter.com](http://www.kelloggcenter.com)If you stay elsewhere, we can recommend the following hotels near campus:  |
| Candlewood Suites3545 Forest Road Lansing, MI 48910 (888) 226-3539 (517) 351-8101<http://www.cwsuites.com/> | East Lansing Marriott – University Place300 MACEast Lansing MI 48823(800) 646-4678(517) 337-4440 <http://www.marriott.com/hotels/travel/lanea-east-lansing-marriott-at-university-place/> |
| Residence Inn by Marriott 1600 East Grand River East Lansing, MI 48823 (517) 332-7711<http://www.marriott.com/hotels/travel/lanmi-residence-inn-east-lansing/> | TownePlace Suites by Marriott 2855 Hannah Blvd.East Lansing, MI 48823 (517) 203-1000<http://www.marriott.com/hotels/travel/lants-towneplace-suites-east-lansing> |

**MAPS:**

Directions to the Kellogg Center can be obtained from their web site at:

[www.kelloggcenter.com](http://www.kelloggcenter.com)

**SHIPPING INSTRUCTIONS**

Shipping will be handled through University Stores. Please see the link below for specific information.

<http://usd.msu.edu/logistics/event-material-management/index.html>

Please DO NOT ship materials to the School of Packaging.

**PROGRAM SCHEDULE**

**Tuesday, January 23**

7:00 p.m. – 9:00 p.m. **Move-in:** an early set-up opportunity – Kellogg Center Big Ten Rooms. Staff will not be available but the rooms will be unlocked.

## Wednesday, January 24

7:30 - 9:00 a.m. **Registration & Set-Up**:

Kellogg Center, Big Ten rooms

**Continental Breakfast provided**

Upon arrival in the morning, check in at the registration table which will be located inside the Centennial room or in the hallway between the Centennial and the Big Ten rooms in the Kellogg Center

Student volunteers will be available to assist you with your move-in and set-up if needed. Ask for assistance at the registration table

9:00 a.m. - noon **Session I:** Employer/Student interaction

Noon - 1:00 p.m. **Luncheon –** Kellogg Center, Lincoln Room

1:00 - 4:00 p.m. **Session II:** Employer/Student interaction

7:00 p.m. **Fun Night in E. Lansing**: Dublin Square Irish Pub

A “college” night out. Casual buffet will be provided

## Thursday, January 25

8:00 a.m. - 5:00 p.m. **Interviews:** Kellogg Center, Big Ten rooms

Noon - 1:00 p.m. **Boxed lunches provided**

Refreshments will be provided during the course of both days in the Galaxy Room.

**POSTING POSITIONS:**

**All positions must be posted** **to** **Handshake**.

Instructions for posting positions can be found here:

<http://careernetwork.msu.edu/services-locations/handshake/>

Please send all job posting numbers to Ron Iwaszkiewicz so that they can be sent to the students via the various social network means employed by the school.

**INTERVIEWING STUDENTS:**

You will be given blank interview schedules upon arrival at the Fair. These will be filled out based on selections you make throughout the day while meeting and screening students.

**Options for filling schedules include the following:**

■ Sign-up students "on the spot" as you meet them at the fair. Remember, the fair has both a morning and afternoon session in which you will be meeting students, so pace yourself accordingly.

■ Close a certain amount of interview slots on each schedule to fill only after

reviewing credentials at the end of the day. Let students know that you will be contacting them at a given time that evening to invite people for interviews.

■ Block out time on the schedule if you want to have a morning and afternoon break. Interviews are typically scheduled for 30 minutes each but your schedule can be arranged in whatever way you want as long as you stay to the 30-minute timeframe.

**Registration on day of interviews:**

On Thursday morning (the day of interviews), report to the registration tables which will be located inside the Centennial room. You will be given your booth assignments for the day. Provide us one copy of your final schedule(s) that morning.

Be sure that:

■ The company name clearly appears on all copies of the schedules.

■ The interviewer's name is written at the top of their schedule.

**NOTE**: Due to the high number of interviews conducted, the interview spaces are semi-private cubicles which are fully partitioned with eight-foot pipe and drape. No electricity can be provided on day 2, so please plan accordingly.

PLEASE, BRING YOUR BUSINESS CARDS TO GIVE TO THE STUDENTS YOU INTERVIEW. THIS WILL HELP IN GIVING THEM YOUR CONTACT INFORMATION FOR PROPER FOLLOW-UP.

**INTERNSHIP PROGRAM GUIDELINES FOR HIRING STUDENTS:**

The following rules govern a student's participation in the internship program. **Your compliance with these rules is expected and appreciated greatly.**

1. Students must have PKG 315, 322 and 323 completed before the internship begins.

2. Students must take internships for credit and be enrolled in PKG 493 during the semester of their employment.

3. Students who have graduated **cannot** take internship positions.

**EMPLOYMENT OFFERS AND FOLLOW-UP**

■ Employment offers should be made directly to the student(s).

■ Once your offer has been accepted please let Ron Iwaszkiewicz know who you hired.

■ Plan to reply to each student you interview once the position has been filled. They appreciate knowing the status of their candidacy.

**OTHER INFORMATION**

**PARKING INSTRUCTIONS:**

A parking garage is attached to the Kellogg Center and elevators are available on every level. The Big Ten rooms are on the Lobby Level. Your parking costs will be covered. Validation slips will be provided.

**SOCIAL EVENT:**

**A FUN NIGHT IN EAST LANSING** is being planned for Wednesday evening for fun and relaxation after a very busy day! This will be a "college casual" night out with a “finger foods” buffet. Location will be at Dublin Square Irish Pub. More details will be provided.

**SCHOOL OF PACKAGING PROGRAM INFORMATION:**

For information about our Internship Program, Curriculum or other details regarding the School of Packaging at Michigan State, please go to our web site at:

[www.packaging.msu.edu](https://d.docs.live.net/Desktop/www.packaging.msu.edu).

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