



COLORADO SCHOOL OF
MINES

SPRING 2024 CAREER DAYS

FREQUENTLY ASKED QUESTIONS

We are committed to supporting employer partners with their recruiting efforts at Mines. In order to support the high volume of interest to recruit on campus, we will be hosting a two-day Career Day in Spring 2024. **Employers will only be able to attend one day, based on their designated industry.** Both events will have the same time frame, booth features, and will be open to students of all majors and degree levels. See Next Day Interviews section for information on interviewing.

INTRODUCTION & OVERVIEW

Our Career Days are NOT held with the sole purpose of students securing jobs, but are also strongly encouraged as a source of career exploration and questioning. **We encourage students to speak with all employers, regardless of majors and degrees, in order to learn more and form new connections.** Please expect to speak with students with differing qualifications and degree levels in order to support our students in their career search process.

DAY 1 is Tuesday, Jan. 30, 2024 | Earth, Energy, and Environment

Industries: Chemicals, Civil/Construction, Management Consulting, Education/Instruction/Administration, Energy - Alternative/Renewable, Energy - Oil & Gas, Environmental Resources/Water, *Government/Public Sector, Humanitarian/Non-Profits, Mining, Transportation & Logistics, Utilities (Public & Private)/ Power

DAY 2 is Wednesday, Jan. 31, 2024 | High Tech, Aerospace, and Futures

Industries: Aerospace/Defense/Aviation, Automotive, Banking/Finance/Accounting, BioTech/BioEng-Pharmaceuticals, Electrical/Electrical Components, *Government/Public Sector, Healthcare/Medical Equipment, High Tech/Information Technology, Legal/Law, Manufacturing/Machinery/Equipment, Metals, Military, Retail/Wholesale

**Government/Public Sector will select the best date that aligns with their organization, and are still only able to attend one of the two dates.*

9 a.m. - 3 p.m. MST in the Student Recreation Center (1651 Elm Street, Golden, CO, 80401)

Please log into the DiggerNet system to register: mines-csm.symlicity.com/employers

Last Day to Register: January 16, 2024, or earlier if capacity is met

Rationale

After analyzing student and employer feedback as well as recruiting data, **Spring 2024 Career Days will be a two-day event separated by industries.** This format will best support student career search and employer recruiting needs and encourage student engagement with all attendees given the vast overlap of interest in student majors across all industries.

Day 1 (Jan. 30) is Earth, Energy, and Environment, and Day 2 (Jan. 31) is High Tech, Aerospace, and Futures; see included industries listed above. Employers will select one industry that best defines their company and attend the date that aligns with that selection. Both dates will be open to students of all majors and degree levels.

***Please note: the Employer Engagement team reviews all Career Day registrations prior to approval.** You will receive a confirmation email once your registration has been reviewed and approved, and will be contacted by a member of the Employer Engagement team if there are any questions or concerns regarding your registration form. Should you have any questions about this process, please contact Adriana Alba at aalba@mines.edu.

SCHEDULE

7 - 9 a.m.	Check-in and booth set-up. Career Day booths need to be set up during this time period.
7:30 - 11 a.m.	Breakfast items / coffee will be available in the upstairs and downstairs Employer Business/Refreshment Centers.
9 - 10 a.m.	Event open for early access to all graduating BS, MS, and PhD Students, and select others.
10 a.m. – 3 p.m.	Event open for all students and alumni. Mines faculty and campus community members may also be available for networking.
11 a.m. - 2 p.m.	Buffet-style lunch will be available in Student Center Grand Ballrooms (building North of the Rec Center). To-go boxes provided if you are unable to stay in the ballrooms. The Career Day event is on-going during the lunch period.
3 p.m.	Exhibits close and exhibitors pack up materials. If shipping packages out, bring to event shipping tables starting at 3:00 p.m. Please print your return labels ahead of time to expedite the process. *Students expect to have access to employers until 3:00. PLEASE DO NOT LEAVE EARLY.
4:15 - 4:30 p.m.	Last shuttle buses leave to parking lots.

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FEES & PACKAGE DETAILS

Basic Career Day Package Includes:

- **Booth** – 10' x 8' – entire area carpeted.
- **Table** – 6' draped and 3 chairs.
- **Sign** – 11" x 17" company name sign.
- **Lunch for up to 3 attendees**, continental breakfast and afternoon refreshments also included.
- **A virtual booth** on the Career Fair Plus platform, where your company information and logo will be displayed along with any additional information provided in your registration.
- **Company listing** in DiggerNet and Career Fair Plus.
- **Next Day Interview space** available for purchase (table or room; dependent upon availability the day after Career Day, with options for additional spaces). See Next Day Interviewing section for more information.

Featured Career Day Sponsor Package includes (limited number available):

Basic Career Day package, plus the following:

- **Preferred corner or front high-visibility booth location.**
- **Electricity** included.
- **Company logo** on Featured Sponsor signage at event.
- **Company logo** as one of the Featured Sponsors in the Career Fair Plus platform.
- **Spotlighted** in additional marketing leading up to the event.

Booth Options	Tax	Total Cost
Featured Sponsor (up to 3 reps)	Included	\$1,500.00
Featured Sponsor Double Booth (up to 6 reps) <i>*Limited number available</i>	Included	\$3,000.000
Corporate (up to 3 reps)	Included	\$1000.00
Corporate Double Booth (up to 6 reps) <i>*Limited number available</i>	Included	\$2,000.00
Government/Non-Profit /Education (proof may be required; up to 3 reps) <i>*Booth sizing may vary depending on capacity; you will be notified in advance</i>	Tax-Free	\$500.00

Add-Ons

Electricity to booth <i>*already included in the Featured Sponsor package</i>	Included	\$115.00
Additional Attendees	Included	\$40.00 pp
Next Day Interviewing Table	Included	\$75.00

The Employer Engagement team reviews and approves all registrations. **You will receive a confirmation email once your registration has been approved.**

MAKING A PAYMENT

Payment is due within 30 days after registration or two weeks prior to the event (whichever comes first), unless written arrangements have been made with the Career Center. You may pay by check or credit card, though credit card is the preferred method.

If paying by check, print invoice attached to the confirmation email and forward with a check to: "Career Day", Mines Career Center, 1200 16th Street #E180, Golden, CO 80401. You will receive an email when Mines receives your payment.

Registrations without payment 2 weeks before Career Day will be considered incomplete and may be canceled. An administrative fee may be assessed. For questions on invoices, contact L. Jane Cain, 303-273-3233 or lcain@mines.edu.

CANCELLATION POLICY

- Cancellations must be in writing. Companies are considered registered after receiving the confirmation email, once the Career Center team has approved your registration form.
- Full refunds minus a \$50.00 processing fee will be provided if canceled by/before Jan. 2, 2024.
- 50% refunds, no additional fees, provided if canceled after Jan. 2, 2024.
- No refunds if canceled after Jan. 16, 2024.

PREP WITH REPS EVENT

Prep with Reps is an opportunity for company representatives to meet students and assist with their professional development by offering individual resume reviews, interview tips and professional development advice before Career Day. Employers will have the opportunity to represent various topics such as resumes, booth approach and interviewing to assist students in skill building.

There will be a \$100 flat fee for employers to attend this event, three recruiters maximum per company. This is a separate registration process from Career Day and will open at a later date. Once registration is open, you will be able to log into your DiggerNet account at mines-csm.symplcity.com/employers to sign up. The event will take place in-person on Monday, Jan. 29, 2024 from 12 - 3 p.m. MDT in the Student Center Grand Ballrooms. Please contact Rose Foody for more details or with questions: refoody@mines.edu / 303-384-2543.

SCHEDULING ON-CAMPUS INTERVIEWS OR INFO SESSIONS

Next Day Interviews: Next Day Interviewing is popular, so reserve space right away! There is a \$75.00 charge to participate in Next Day interviewing, which is charged at the time of your Career Day registration. If you indicated interest in your Career Day registration, you will be contacted to provide additional information.

Information Sessions: Career Day participants have the option to schedule information sessions during Career Day week, or later in the semester. This is a separate registration process from Career Day.

You may request registration for both Next Day Interviews and Information Sessions through DiggerNet or by contacting Annie Doman adoman@mines.edu / 303-273-3253.

CAREER FAIR PLUS - BOOTH MAP & EMPLOYER LIST

We will be using Career Fair Plus as a supplement to digitally provide your company information and allow students to view the booth map virtually. **Information provided in the registration process (majors recruited, levels, position types, website) is published and made visible on the Career Fair Plus platform.** While updates are possible after your initial registration, once data is pulled for publication creation, this is what students will see in the app and online.

Once the event is live in the Career Fair Plus app, you will be able to see your virtual booth and any information you provided in your registration form. You can view the virtual booth by downloading and accessing the app through your phone. If you need to make any changes to the information shown (i.e. company overview, links, majors, logo), or have questions about the app, please email Adriana Alba at aalba@mines.edu.

EVENT PARKING

- Details will be emailed to registered participants prior to Career Day.
- We have designated visitor parking lots for the Career Day recruiters on and near campus.
- Event shuttle buses will be driving through the parking lots from 7 a.m. – 4:30 p.m. to assist employers.

ACCESSIBILITY

Those individuals participating in Career Center activities who have accessibility needs, concerns or requests are encouraged to contact Jane Cain at 303-273-3233 or lcain@mines.edu.

SHIPPING PROCEDURES

BEFORE CAREER DAY

Mark “Career Day - (Insert Company Name)” very clearly, and in large letters, on each of your packages. **Make sure your company name is visible!** Please number each package (e.g., 1 of 2, 2 of 2, etc.)

Ship to:

COLORADO SCHOOL OF MINES "CAREER DAY"
Your Company's Name & Day-of Contact Name
Central Receiving
1301 19th Street, Golden, CO 80401

The Mines receiving department will accept and store your materials until Career Day arrives. Ship materials to arrive no later than Friday, Jan. 26, in order to have your materials placed at your booth. Your packages will be delivered to your booth for you to set up on the morning of Career Day.

AFTER CAREER DAY

Shipping opens at 3 p.m. and packages may not be left before that time. The Mines Career Center is not responsible for unattended materials. **It is your responsibility to have all packages properly sealed and labeled with completed shipping forms** (including your billing info).

FedEx will be on-site at a designated shipping booth, located on the first floor of the Rec Center. They will collect packages at the end of the event and provide additional shipping supplies. They will collect BOTH FedEx & UPS packages at the following location:

COLORADO SCHOOL OF MINES REC CENTER
1651 Elm St., Golden, CO 80401

At the end of Career Day, **please drop off your outgoing materials at the event shipping table between 3 – 4 p.m.**

Thank you for your interest in recruiting at Colorado School of Mines!

If you still have questions, please contact:

- Rebecca Martinez, Associate Director of Employer Engagement at rebeccamartinez@mines.edu / 303-273-3205
- Adriana Alba, Assistant Director of Employer Engagement and Events at aalba@mines.edu / 303-384-2541



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For accounting-related questions, please contact L. Jane Cain at
lcain@mines.edu / 303-273-3233

For interview/info session questions, please contact Annie Doman at
adoman@mines.edu / 303-273-3253