



In-Person Career Day

FREQUENTLY ASKED QUESTIONS - FALL 2022

The Colorado School of Mines is committed to continuing to offer both in-person and virtual recruiting options. We feel that offering both methods will best serve our students and employer partners, as we saw with our Fall 2021 and Spring 2022 events. Due to lessened restrictions regarding COVID-19, we have modified our practices accordingly and will NOT require masks or proof of vaccination. Attendees are still encouraged to wear masks if preferred, and we strongly discourage hand shaking. We will inform you of any changes to this policy in order to maintain best health and safety practices as defined by our state and county guidelines. We appreciate your support as we take necessary precautions to best protect our community. As more information and details come available we will share them with you as soon as possible. Thank you for your understanding and thank you for partnering with the Colorado School of Mines.

OVERVIEW

DATE | Tuesday, September 13, 2022

TIME | 9:00 a.m. - 3:00 p.m. MST

LOCATION | CSM Student Recreation Center (SRC) - 1651 Elm Street, Golden, CO 80401

Please log into the DiggerNet system to register: <https://mines-csm.symplicity.com/employers/>

7:00 - 9:00 am	Check-in and booth set-up. Career Day booths need to be set up during this time period.
7:30 - 11:00 am	Breakfast items / coffee will be available in the upstairs and downstairs Employer Business/Refreshment Centers.
9:00 - 10:00 am	Recruiting / Networking Event open for early access to all graduating BS, MS, and PhD Students.
10:00 am - 3:00 pm	Recruiting Event for full-time, part-time, summer internship, and co-op positions. Mines faculty and campus community members may also be available for networking.
11am - 2:00 pm	Lunch will be available in Student Center Grand Ballrooms.
3:00 pm	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 pm - 4:30pm	Last shuttle buses leave to parking lots.

To the best of our ability, booth location will be determined by industry type, as indicated in your Career Day registration.

We will also be using a virtual platform called Career Fair Plus as a supplement to the day, and is where students will be able to access information on each company attending. We encourage you to download the app so you can also view your company information!

FEES & PACKAGE DETAILS

Basic Career Day Package Includes:

- Booth – 10' x 8' – entire area carpeted.
- Table – 6' draped and 3 chairs.
- Sign – 7" x 44" company name sign.
- Lunch for up to 3 attendees, continental breakfast and afternoon refreshments.
- 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 name included in the "Majors Matrix" which is strongly advertised to students.
- Company listing in DiggerNet and Career Fair Plus.
- One free interview space per booth (table or room...dependent upon availability the day after Career Day, with options for additional spaces).

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.

Service	Price	Tax	Total Cost
Featured Sponsor	\$1204.65	\$90.35	\$1,295.00
Corporate	\$813.95	\$61.05	\$875.00
Government	\$445.00	n/a	\$445.00
Non-Profit	\$295.00	n/a	\$295.00
Electricity to booth <i>*this is already included in feature sponsor package</i>	\$106.95	\$8.02	\$115.00
Additional Attendees	\$32.56	\$2.44	\$35.00 pp
Continental breakfast & afternoon snacks	Included	n/a	Included
Lunch (for up to 3 attendees per booth)	Included	n/a	Included
Company description published in the digital Career Day Event Guide (submitted during online registration)	Included	n/a	Included

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 cancelled. An administrative fee may be assessed. For questions on invoices, contact L. Jane Cain, 303-273-3233 or lcain@mines.edu. See cancellation policy below.

CANCELLATION POLICY

- Cancellations must be in writing. Companies are considered registered upon form completion (whether paid or not).
- Full refunds will be given if canceled by/before August 24, 2022.
- 50% refunds will be given if canceled after August 24, 2022.
- If the cancellation is less than 10 days prior to the event, the full registration fee is non-refundable.
- If the company is confirmed, but has not paid, they would be billed for the aforementioned charges incurred.

WIRED! - PREP WITH REPS EVENT

WIRED! - 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. **Please note that the format of WIRED! Prep with Reps will be updated this year** to give employers enhanced opportunities to meet with and support students. Employers will have the opportunity to represent various topics areas 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. **This is a separate registration process from Career Day.** Please log into your DiggerNet account at <https://mines-csm.symplcity.com/employers/> and get signed up.

This will be an in-person event for Fall 2022, we will not be holding a virtual WIRED event. The event will take place on Monday, September 12th from Noon - 3 pm MST.

Please contact Kristen Tandy for more details or with questions: kntandy@mines.edu / 303-273-3703

SCHEDULING ON-CAMPUS INTERVIEWS OR INFO SESSIONS

Next Day Interviews -

Next Day Interviewing is very popular, so reserve your space right away! This is a separate registration process from Career Day in DiggerNet, but if you indicated your interest in your Career Day registration, you will be contacted to complete the registration process. All campus interviewing is free of charge!

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 (although you may have indicated your interest in your Career Day registration). Cost: \$100 per session.

You may request registration for both Next Day Interviews and Information Sessions through DiggerNet or by contacting Debbie Behnfield at 303-273-3253 / dbehnfie@mines.edu.

CAREER FAIR PLUS - BOOTH AND BOOTH MAP

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. We will NOT be printing a Career Day Guide. Information provided in the registration process (majors recruited, levels, position types, contact information) 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, within 24 hours of your registration being approved you will be able to see your booth and any information you provided. You can do so by downloading and accessing the app through your phone. Should you wish to make any changes to the information shown, such as your company overview, website links, majors recruited, logo, etc., or if you have any questions about viewing this information, please email Adriana Alba at aalba@mines.edu.

EVENT PARKING

- Full details regarding parking will be emailed to registered participants at a later date, 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 7:00 AM – 4:30 PM 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

Ship to:

COLORADO SCHOOL OF MINES "CAREER DAY"
(Your Company's Name & Day-of Contact Name, if possible)
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, September 9th**, in order to have your materials placed at your booth.

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

Your packages will be delivered to your booth for you to set up on the morning of Career Day.

AFTER CAREER DAY

FedEx and UPS will be doing outgoing pick-ups 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 3:00 – 4:00 p.m. The Career Center has arranged for FedEx and UPS to do a direct pick up of overnight materials following event closure (approximately 5:00 p.m.) and next day for ground materials.

Shipping does not open prior to 3:00 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).**

We will also have a FedEx table available with shipping supplies at the end of the event, for you to purchase additional shipping materials if necessary.

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



**COLORADO SCHOOL OF
MINES**
CAREERS.MINES.EDU

If you still have questions, please contact James Saulsbury at
jsaulsbury@mines.edu / (303) 273-3205
or Adriana Alba at aalba@mines.edu / (303) 384-2541

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

For interview/info session questions, please contact Debbie Behnfield at
dbehnfie@mines.edu / (303) 273-3253