

FREQUENTLY ASKED QUESTIONS – FALL 2020 CAREER FAIR

I. WHEN AND WHERE IS CAREER Fair?

- The Career Fair will be held over three days:
 - Tuesday, September 15th
 - Wednesday, September 16th
 - Wednesday, October 14th
- The event will take place from 9:00am-3:00pm
- The event will be virtual using the Brazen virtual platform
- Please log in to the DiggerNet system to register: <https://mines-csm.symplicity.com/employers/>
- At this time, organizations are only able to register for ONE day of the fair. If you are interested in participating in multiple days, or engaging in other ways, please reach out to James Saulsbury, jsaulsbury@mines.edu
- There are limited booths for each date, so please register for your preferred date as soon as possible.

II. WHAT IS THE SCHEDULE FOR CAREER Fair?

8:00 - 9:00 am	Check-in and Set Up
9:00 - 10:00 am	Recruiting / Networking Event open for early access to all graduating Seniors, 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.
3:00 pm	Event Ends

***Information on virtual booth set up will be sent in August. Virtual Booths can be set up 30 days before events.**

III. WHAT IS INCLUDED? WHAT ARE THE FEES?

Basic Career Fair package includes:

- A Virtual booth on the Brazen platform that can accommodate up to 8 representatives.
- Chat with students over text, audio, or video.
- Each representative can text chat with two students at once to maximize your time at the fair.
- Easy access to students' documents, including their resume.
- The ability to set follow up actions with each candidate or forward candidates to your colleagues.
- Employers can share links to information about their organization in the virtual booth.
- The opportunity to participate in other Career Fair events (for example WIRED, SWE, Next Day Interviews, etc.)

Featured Career Fair sponsor package includes *(limited number available)*:

- Your booth featured at the top of the booth list in the virtual fair lobby, giving your organization higher visibility to students and graduates.
- Highlighted in various Career Fair marketing before and during the event.

Fees:

Service	Price
Featured Sponsor	\$750.00
Corporate	\$375.00
Government	\$250.00
Non-profit	\$100.00
Next Day Interview Booth	\$100.00
Virtual Information Session	\$100.00

IV. WIRED EVENT INFORMATION

- WIRED for Work! is an opportunity for company representatives to meet students and assist with their professional development in preparation for Mines Career Fair! This is your chance to interact with students prior to Career Fair and provide them with tips and advice on how best to present their resumes and introductions.
- Date: Monday, September 14th
- Location: Virtual
- Cost: \$50
- Registration: This is a separate registration process from Career Fair through DiggerNet (if you indicated your interest in your Career Day registration – you will be contacted to complete the registration process).
- Contact Duygu Yalaz for more details dyalaz@mines.edu.

V. HOW DO I SCHEDULE ON-CAMPUS INTERVIEWS AND/OR AN INFORMATION SESSION AROUND CAREER FAIR?

- Due to the Coronavirus (COVID-19), campus recruiting has converted to virtual options.
- Next-day interviews and information sessions can be scheduled through the Career Center. There is a \$100 charge to use the Brazen platform for next day interviews.

Student Interviews:

- Interviews for the week of Career Fair, “Next Day” interviews: We are offering services through the Career Fair platform Brazen. If you are interested in this option, you will be asked if you would like to reserve a “booth” for interviewing on days following each fair date on the Career Fair registration. One Booth can operate 4 video interviews simultaneously.
- Employers will still be responsible for scheduling interview times with students between the hours of 8am-5pm (MST) and then students will enter into Brazen and wait in your line until you admit them for the interview. We think this will be a great option!
- Virtual options for Pre-Select Interviewing are offered for later in the semester.

Information Sessions:

- Organizations can request information sessions through the Events section in DiggerNet. All info sessions will be held virtually this fall. Requirements include: organizations will need to use their own platforms, provide a link for students to join, and provide a flyer/poster for advertising.
- You may request registration for Interviews and Information Sessions through DiggerNet or by contacting Debbie Behnfield at 303-273-3253 / dbehnfie@mines.edu.

VI. HOW DO I MAKE 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.

- 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 VII.
- The preferred payment method is credit card.

VII. CANCELLATION POLICY

- Cancellations must be in writing. Companies are considered registered upon form completion (whether paid or not).
- Full refunds will be considered if cancelled by 30 days before the event.
- If cancelled less than 30 days before the event 50% refunds will be given.
- 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 will be billed for the aforementioned charges incurred.

VIII. 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.

IX. BRAZEN PLATFORM

After your reservation has been confirmed, you will receive information about how to best use the Brazen platform along with best practices for recruiting in a virtual environment.

If you still have questions, please contact Mines Career Center at 303.273.3233 or careercenter@mines.edu