



## FREQUENTLY ASKED QUESTIONS – Fall 2021 VIRTUAL CAREER FAIR

**NOTE: This is a preliminary version of this document. Please expect an update in July with additional information and potentially some minor changes. These changes will not affect dates or prices. The Colorado School of Mines is committed to offering both in person and virtual recruiting options this fall. We feel that offering both methods will best serve our students and employer partners. This has required developing plans addressing safety and logistical issues we have never faced before. Because of these additional steps, we have not been able to get information about our fall recruiting program to you as quickly as we traditionally do. Additionally, there are some questions we are still working to answer. We ask for your patience and support while we determine how to host the best events possible. As new 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.**

### I. WHEN AND WHERE IS CAREER Fair?

- The Career Fair will be held on Wednesday, September 22nd:
- The event will take place from 9:00am-3:00pm
- The event will be virtual using the Career Fair Plus virtual platform
- Please log in to the DiggerNet system to register: <https://mines-csm.symlicity.com/employers/>
- There are limited booths for each date, so please register for your preferred date as soon as possible.
- If you have questions about the Career Fair Plus platform or participating in a Virtual Fair, please contact James Saulsbury at [jsaulsbury@mines.edu](mailto:jsaulsbury@mines.edu).

### II. WHAT IS THE SCHEDULE FOR CAREER Fair?

<b>8:00 - 9:00 am</b>	<b>Check-in and Set Up</b>
<b>9:00 - 10:00 am</b>	<b>Recruiting / Networking Event open for early access to all graduating Seniors, MS, and PhD Students.</b>
<b>10:00 am – 3:00 pm</b>	<b>Recruiting Event</b> for full-time, part-time, summer internship, and co-op positions. Mines faculty and campus community members may also be available for networking.
<b>3:00 pm</b>	<b>Event Ends</b>

**\*Information on virtual booth set up will be sent in July. 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 Career Fair platform that can accommodate up to 8 representatives.
- Chat with students over text, audio, or video.
- 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 will be prominently featured for all virtual event attendees
- Highlighted in various Career Fair marketing before and during the event.

**IV. 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](mailto:lcain@mines.edu).

**V. CAREER FAIR PLUS PLATFORM**

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

**Fees:**

Service	Price
Featured Sponsor	\$775.00
Corporate	\$395.00
Government	\$295.00
Non-profit	\$110.00
Next Day Interview Booth – Information Coming in July	
Virtual Information Session	\$100.00

**VI. WIRED EVENT INFORMATION**

- Details will be sent with the July update.

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

- Details will be sent with the July update.

**Student Interviews:**

- Details will be sent with the July update

**Information Sessions:**

- Organizations can request information sessions through the Events section in DiggerNet. Info sessions will be held virtually and in-person this fall. Requirements for virtual information sessions 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](mailto:dbehnfie@mines.edu).

**VIII. 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 16<sup>th</sup> 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](mailto:lcain@mines.edu). See cancellation policy below VII.
- The preferred payment method is credit card.

#### **IX. 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.

*If you still have questions, please contact Mines Career Center at 303.273.3233 or [careercenter@mines.edu](mailto:careercenter@mines.edu)*