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. We apologize for any inconvenience, and appreciate your support as we take necessary precautions to best protect our community. 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 the virtual Career Day?**

- The Virtual Career Day 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.symplicity.com/employers/](https://mines-csm.symplicity.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.

II. **What is the Schedule for Career Day?**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:00 am</td>
<td>Check-in and Set Up</td>
</tr>
<tr>
<td>9:00 - 10:00 am</td>
<td>Recruiting / Networking Event open for early access to all graduating students (BS, MS, and PhD).</td>
</tr>
<tr>
<td>10:00 am – 3:00 pm</td>
<td>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.</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Event Ends</td>
</tr>
</tbody>
</table>

*Information on virtual booth set up will be sent closer to the event.*
III. What is included? What are the fees?

Basic Virtual Career Day package includes:

- A Virtual booth on the Career Fair Plus 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 Day events (for example WIRED – Prep with Reps!, SWE, Next Day Interviews, etc.)

Featured Virtual Career Day sponsor package includes (limited number available):

- Your booth will be prominently featured for all virtual event attendees
- Highlighted in various Career Days 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.

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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Featured Sponsor</td>
<td>$775.00</td>
</tr>
<tr>
<td>Corporate</td>
<td>$395.00</td>
</tr>
<tr>
<td>Government</td>
<td>$295.00</td>
</tr>
<tr>
<td>Non-profit</td>
<td>$110.00</td>
</tr>
<tr>
<td>Virtual Information Session</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

VI. WIRED! – Prep with Reps Event Information

- 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.
- This event is taking place over two days. An in-person event will be held on Monday, September 13th from Noon-3pm. A virtual event will be on September 21st from Noon-3pm.
- This is a separate registration process from Career Day. If you indicated your interest in your Career Day registration, you will be contacted to complete the registration process. If you did not indicate your interest but would still like to register, you may log into your DiggerNet account at https://mines-csm.symplicity.com/employers/ and get signed up.
- Contact Duygu Yalaz for more details or with questions: dyalaz@mines.edu / 303-273-3277
VII. **How do I schedule interviews and/or an information session around career day?**

- **Virtual Career Day Next Day Interviews:**
  - Interview space reservations are free per booth with Career Day registration. This is a separate registration process from Career Day (if you have indicated your interest in your Career Day registration – you will be contacted).

- **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 will be contacted if you indicated your interest on your Career Day registration).

- You may request registration for Interviews and Information Sessions through DiggerNet or by contacting Debbie Behnfield at 303-273-3253 / 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 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.
- 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.

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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