INFORMATION SESSION LOGISTICS

Information Sessions

We offer employers the opportunity to host informational presentations during certain weeks of each academic semester.

Information Sessions are:
- Free of charge
- Held in the evenings, typically Mon-Thurs (depending on program)
- Available to employers scheduled to conduct on-campus interviews
- Recommended for employers with a strong, existing presence on campus

REACH STUDENTS

New to recruiting? Looking for a way to reach a large volume of students? Beyond information sessions, we encourage employers to participate in program-specific events which are typically a more productive method for building campus brand and for reaching large volumes of McCombs students.

Contact Career Services to build your brand today.
2 TYPES OF INFORMATION SESSIONS

TRADITIONAL INFORMATION SESSIONS

✓ Typically held during the “resume submission” time frame while your job posting is still open for applications (at least 2-3 weeks prior to your interview date)
✓ Serve to increase awareness about your available opportunities

Suggested Format:

1st Half
Employer presentation on organization & opportunity information

2nd Half
Personal interaction with students (e.g. networking session)

NIGHT PRIOR INFORMATION SESSIONS (NP)

✓ Held the night before your on-campus interviews
✓ Typically, only the students on your interview schedule are invited to attend
✓ The invitation to attend is extended directly from you to the students

NP events allow you to:

- Get to know candidates in a less formal setting prior to interviews
- Educate candidates on the position details
- Set expectations about the interview process

READY TO MAKE A RESERVATION?
Please contact your Recruitment Account Manager (RAM) to book an information session or a night prior.
EVENT LOCATIONS

Most information sessions are held in classrooms in the McCombs School of Business or the University Teaching Center (UTC). The UTC is located to the south of McCombs and is connected via a walkway over 21st street. See Visit Us for more information on getting to campus.

These locations are free of charge.

ALTERNATE VENUES

Our event structure may not work for all employers. In that situation, we are happy to make recommendations for alternative locations. However, these locations are not typically free of charge.

Recommendations:
- AT&T Executive Education &Conference Center
- Texas Union
- Etter-Harbin Alumi Center
- Thompson Conference Center

PROMOTE YOUR EVENT

Post on OCR
The best avenue to publicize your event is to post via the On-Campus Recruiting System. Use the shortcut on your home page titled “Request New Information Session.”

Post Fliers and Slides
The Recruitment Services team can post fliers for you, as well as a 16X9 PowerPoint slide on our hallway monitors. Your promotional materials should be provided to your Recruitment Account Manager (RAM) 3 weeks in advance. Contact your RAM for additional information.

Please note:
If your event conflicts with a major McCombs’s event, we will not be able to publicize your event.

If you are using a McCombs or UTC classroom, a student staff member (FCC Support Specialist) will meet you at your room to provide assistance.

To contact us the evening of your event, please call or text: 512-965-6096.
Catering

✓ Requires prior authorization by the University’s Environmental Health & Safety Office. Complete our catering form at least 2 weeks before your event.
✓ Catering is coordinated directly with your chosen vendor.
✓ Contact your Recruitment Account Manager (RAM) for catering suggestions

Audio/Visual Equipment

Each classroom is equipped with:
- LCD projectors & screens
- CD/DVD/VCR players
- Internet data ports for presentations

*Please bring your own laptop to events.

PRESENTATION MATERIALS/HANDOUTS

You may ship presentation materials in advance to your Recruitment Account Manager (RAM), if an event is held at McCombs or the UTC.

✓ There is a 2 box limit (medium sized)
✓ Materials should be sent at least 1 week in advance.
✓ Please mark your materials with your RAM’s name & your presentation date.

OTHER CONSIDERATIONS

For a positive recruiting experience:
- Only 1 information session per employer, per semester
- Sessions will not be scheduled on nights that affect a large number of students (e.g. midterms, Career Week).
- Mandatory events are discouraged, because students may have unavoidable conflicts.

SHIPPING ADDRESS:
Recruitment Services, McCombs School of Business
2110 Speedway, Stop B6200, Austin, TX 78712
**RSCF: Recruitment Services Catering Form**

Forms should be submitted two weeks in advance of an event. Please fax this form to 512-471-5309 or e-mail this form to Chrissy.Lovell@mccombs.utexas.edu. (Allow 3-5 business days for processing.) Thank you!

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<tr>
<th>Contact Information:</th>
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<tbody>
<tr>
<td><strong>Company:</strong></td>
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<tr>
<td>Name of Company Rep. attending event (if different from coordinator):</td>
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<td><strong>Phone:</strong></td>
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<tr>
<th>Event Information:</th>
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<tbody>
<tr>
<td><strong>Event Type:</strong> □ Information Session □ Night Prior □ Other:</td>
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<tr>
<td><strong>Building/Room Number:</strong> □ GSB Room # □ UTC Room #</td>
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<td><strong>Date of Event:</strong></td>
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<th>Catering Information:</th>
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<tr>
<td><strong>Name of Caterer:</strong></td>
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<tr>
<td><strong>Phone Number of Caterer:</strong></td>
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<tr>
<td><strong>Description of food to be served:</strong> (e.g. chicken salad sandwich, pizza, fajitas, etc.)</td>
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<th>Suggested Caterers:</th>
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<tr>
<td><strong>Dagar's</strong> 512-719-5524 <a href="http://www.dagarscatering.com">www.dagarscatering.com</a></td>
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<tr>
<td><strong>O’s Catering</strong> 512-232-9060 <a href="http://www.oscampuscafe.com">www.oscampuscafe.com</a></td>
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<tr>
<td><strong>Texas Union Catering</strong> 512-475-6505 <a href="http://texasunioncatering.catertrax.com">texasunioncatering.catertrax.com</a></td>
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**EHS OFFICE USE ONLY-RECOMMENDATIONS:**

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University of Texas AUTHORIZED SIGNATURE ____________________________ Date __________

EHS NOTE- please send confirmation e-mail back to the requesting company and to Chrissy Lovell at Chrissy.Lovell@mccombs.utexas.edu.