

## INFORMATION SESSION GUIDE

# 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)
- ✓ 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 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:

##### 1<sup>st</sup> Half

Employer presentation on organization  
& opportunities

##### 2<sup>nd</sup> 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 21<sup>st</sup> 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 Alumni Center](#)  
[Thompson Conference Center](#)

For additional information, please talk to your [Recruitment Account Manager](#) (RAM)

## NEED ASSISTANCE WITH 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 event assistance.

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

## PROMOTE YOUR EVENT

### Post on RecruitMcCombs or RecruitTexas MBA

The best avenue to publicize your event is to post via [our online recruiting systems](#). Use the shortcut on your home page titled "Request New Information Session."

### Post Flyers and Slides

The Recruitment Services team can post flyers 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.

## 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

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## Audio/Visual Equipment

Each classroom is equipped with :

- LCD projectors & screens
- CD/DVD 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 RAM if an event is held at McCombs or the UTC.

- ✓ There is a 3 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