June 1, 2008

RECRUITING TABLES TIPS

- **Engage students**... don't sit behind your table or talk on your cell phone; try to appear approachable.

- **Have an attractive and welcoming booth**... this will help you stand out among the other recruiters!

- **Giveaways**... everyone likes a free-bee!

- **Collect resumes**... this will help you get an idea of who you would like to follow up with. Some companies have tied this in to their giveaways, by providing a raffle from resumes.

- **Have applications available**... is your company completely virtual? Students can still fill out an application at your table - bring a laptop! Our buildings are all wireless.

**Job Posting Flyers**

- The Career Center will post job description flyers in our office. We ask that you make sure your company information is on the flyer, along with a form of contact preferably not fax (as many students do not have access to fax machines).

- If you would like, you may post additional materials on approved campus bulletin boards. While Career Development Services can not post your flyers, we are happy to share the location of the boards with you.

To send a flyer for the Career Center or request more information please email: careercenter@fgcu.edu

**On Campus Interviews**

- Organizations can interview students on the FGCU campus! After posting the position in College Central, simply contact our office and we will reserve a room for you on campus. You decide which students to interview based on your pool of applicants.

**Sponsorships**

- There are many opportunities for employers to become involved on-campus. Sponsoring a University event can help provide more company awareness amongst our students, and provide employers with an chance to network with students in a more relaxed atmosphere.

**Examples of Sponsorship Possibilities: Career and Job Fairs, Etiquette Dinner, and Legal Networking Night.**

**Speaking Opportunities**

- While speaking opportunities are limited, we do periodically host speaker series and career interest seminars throughout the year. If you are interested in presenting on an area of professional development, please e-mail us your: name, company, phone number, as well as the topic(s) you are prepared to discuss. No guarantees will be made that you will have a speaking opportunity, but you will be placed in our database as an interested employer.

**Annual Campus Events**

- Bookmark our Calendar of Events (http://studentservices.fgcu.edu/careers) and check it every month. All of our events sell out, so register early!

- The following are events to watch for: Part Time Job Fair (fall), FGCareers4U Newsletter, Full Time Career & Internship Fair (spring), Etiquette Dinner (spring)

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**Arranging Your Table Reservation**

- Employers are welcome to have a table set up in our Student Union to promote your employment/internship opportunities. Reservations must be received by the Wednesday of the week prior to the desired recruitment date. Reservations are available on a first come first serve basis. For the highest traffic, we suggest Mondays, Tuesdays, and Wednesdays, between 10am — 2pm. Reservations are not available during orientation, Career Center event dates and university holidays.

- Arrangements for a recruitment table can be made by calling (239) 590-1090 or e-mailing rmsched@fgcu.edu. You will be required to complete a *Campus Solicitors Permit Application*. Campus Reservations will not provide a table to a recruiter if they have not completed this application and confirmed their reservation.

**Claiming Your Table On Your Recruitment Date**

- On the date of your event:
  1. Come to the main entrance of FGCU. *Please stop at the visitor booth immediately to the right to obtain a parking permit.*
  2. You may park in any spot on-campus except a reserved parking spot. Career Services is NOT responsible for employer parking tickets.

  3. Follow the signs to the Student Union Building, which is the large building with the clock tower.

  4. Go to the information booth, located on the first floor of the Student Union. Tell them you are with: [Name of your Company] Recruitment Table.

  5. The desk assistant will direct you to your table.

**Guidelines For On-Campus Recruiting**

- Allow students to approach you. Please do not go to other offices or areas in the Student Union to recruit students.

- Do not litter the Student Union with flyers or handouts.

- Please no latex. Balloons must be latex free.

- Only prepackaged food may be given away.

- You can give away: paper, stress balls, pens, etc.

- Please do not use the FGCU logo on any of your handouts or materials.