To be of greatest value, the Recruiter’s Guide should be given to those representing your organization at the Career Fair, as well as to those making travel arrangements and coordinating trip logistics. Recruiters with disabilities who may need assistance should call 812-856-4322 to discuss specific requests.
Thank you for registering for the Spring Career Fair. Please read the following information carefully to properly arrange your visit. We look forward to seeing you at the Career Fair!

**Schedule of Events**

**Resume Review Blitz**
*Wednesday, January 23, 2019 • 10 a.m.–1 p.m.*
Luddy Hall, Career Services Suite
700 N. Woodlawn Avenue, Bloomington, IN 47408

The Resume Blitz is designed to provide students with a fresh employer perspective to individually review and critique resumes and offer tips for improvement.

**Accelerator Council Meeting** *(by invitation only)*
*Wednesday, January 23, 2019*
Luddy Hall, Career Services Suite
700 N. Woodlawn Avenue, Bloomington, IN 47408

The Accelerator Council Meeting is an event for representatives from companies participating in the Accelerator Corporate Giving Program to meet with faculty and staff to discuss industry and recruiting trends. They also meet high-achieving students from SICE. For more information about the Accelerator Corporate Giving Program, please contact Jodie Sackley at jocarlbe@indiana.edu.

**Reverse Career Fair**
*Wednesday, January 23, 2019 • 1:30–3 p.m.*
Luddy Hall, Career Services Suite
700 N. Woodlawn Avenue, Bloomington, IN 47408

Be on the outside of the booth! Student organizations will set up booths, and employers get to move about the room. This event is an opportunity for employers to network with student organizations and their leaders and build collaboration opportunities.

**Women in IT Networking Reception**
*Thursday, January 24, 2019 • 9–10:45 a.m.*
Monroe/Bloomington Convention Center
302 S. College Avenue, Bloomington, IN 47403

The Women in IT Reception is an event connecting women students from SICE to employers seeking to support the advancement of women in the tech industry. Meet and greet with students and other employer representatives from a variety of industries. Breakfast, 9–9:30 a.m.; brief remarks by an industry leader and networking 9:30–10:45 a.m.

*Employers attending the Women in IT Reception may begin setting up their Career Fair booths at 8:00 am.*

**Spring Career Fair**
*Thursday, January 24, 2019 • 11 a.m.–4 p.m.*
Monroe/Bloomington Convention Center
302 S. College Avenue, Bloomington, IN 47403

*Employers may begin setting up their Career Fair booths at 9:30 a.m. Lunch will be served between Noon and 2 p.m., with soup and salad available from 2:30–4:30 p.m.*

**Mock Interview Day**
*Friday, February 1, 2019*
Luddy Hall, Career Services Suite
700 N. Woodlawn Avenue, Bloomington, IN 47408

Help prepare SICE students to interview effectively by conducting mock interviews.

**Hosting On-Campus Interviews**

Participating in on-campus interviews is an excellent opportunity to improve your company’s presence with students and often contributes to a more successful recruiting season. The Career Services Office offers two options for hosting on-campus interviews.

**Option 1**
**Next Day Interviews**
*Friday, January 25, 2019 • 8 a.m.–5 p.m.*
Indiana Memorial Union—Frangipani Room
900 E. 7th Street, Bloomington, IN 47405

For Next Day Interviews, employers are expected to build their own interview schedules. At the Career Fair, we will provide you with a blank schedule that you may use as an interview sign-up sheet. At Next Day Interviews, please provide a copy of your schedule so that we may properly check in students when they arrive.

For more information about Next Day Interviews, please contact Kate Caldwell at caldwell@indiana.edu.

**Option 2**
**On-Campus Interviews**
*January 28 – April 26, 2019*
Luddy Hall, Career Services Suite
700 N. Woodlawn Avenue, Bloomington, IN 47408

On-Campus Interview schedules are managed through SICE Careers, our online job posting and interview scheduling system. We manage these schedules on a daily basis, and we will work with you to select a date and create a schedule that best meets your needs.

To request an on-campus interview date, please log into SICE Careers. Interview dates are approved on a first-come, first-served basis. For more information about On-Campus Interviews or about adding non-SICE students to your schedule, please contact Jodie Sackley at jocarlbe@indiana.edu.
Cancellation Policy
Cancellation requests must be received in writing to Kate Caldwell at caldwell@indiana.edu no later than Wednesday, January 16, 2019, to be eligible for a refund (less a $20 cancellation fee for paid registrations). No refunds will be issued after that date.

Displays and Materials
Shipping
If you plan to ship displays and other company materials, you MUST follow these shipping instructions.

Shipments must arrive on exactly January 23, 2019. All shipments must be marked with your company name, the event date, and the event name. You MUST include “HOLD FOR SICE CAREER FAIR” on all boxes. If you are shipping more than one box, indicate how many boxes are being shipped (e.g., 1 of 3, 2 of 3, 3 of 3).

Please address your materials as follows:

Ship to:
Monroe/Bloomington Convention Center
302 S. College Avenue
Bloomington, IN 47403

HOLD FOR SICE CAREER FAIR
January 24, 2019
Box # ___ of ____

PLEASE NOTE: The School of Informatics, Computing, and Engineering and the Monroe/Bloomington Convention Center do not assume responsibility for the shipment or post-event storage of employer displays or other materials. EMPLOYERS ARE RESPONSIBLE FOR ARRANGING THEIR OWN POST-EVENT PICK-UPS WITH SHIPPING VENDORS. Local shipping companies include Fed-Ex (1-800-463-3339), UPS (1-800-742-5877), and USPS (1-800-222-1811).

Career Fair Display
All registrations include an 8-foot table for your display and wireless access at the venue. To unload and set up your Career Fair display, you may pull up to the curb near the south entrance of the Convention Center. Volunteers will be available to assist you.

Travel and Lodging
Travel by Plane
The primary commercial air service to Indiana University is provided by the Indianapolis International Airport (IND), located 50 miles north of Bloomington. From the Indianapolis International Airport, you can rent a car or take a shuttle to Bloomington.

Bloomington Shuttle Service, 1-800-589-6004
Please allow for at least 1 hour and 30 minutes of travel time between Indianapolis and Bloomington.

Travel by Car
Detailed driving directions can be found on the Monroe/Bloomington Convention Center website at www.bloomingtonconvention.com. There is plenty of FREE on-site parking at the Convention Center.

Suggested Lodging
Courtyard Marriott
(connected to the Convention Center)
310 S. College Avenue
(888) 236-2427

Biddle Hotel
(Indiana Memorial Union)
900 E. 7th Street
(812) 855-2536

Dining Suggestions
Bloomington offers many great dining options, and an excellent dining guide can be found at www.magbloom.com/dining-out.

Career Services
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812-856-4322
www.sice.indiana.edu