

2018

T&L Career Day Fall 2018 Committee Duties

University of North Florida

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Career Day Committee

Thank you for volunteering to help with the T&L Career Day.

Here is the schedule for Friday, October 26 at the Herbert University Center, Bldg. 43. Parking is free. Dress is business professional. Wear comfortable shoes. It would be helpful to check in when you are not interviewing to see if there is anything that we may need assistance with. Be sure to bring plenty of copies of your resume.

7 a.m. - Registration set up team arrives

Rachel Cecil

Ivan Ramirez, Chair

Jorge Gutierrez, Chair

Connor Austgen

Madeline Hansen

Sarah McCollum

Guilia Chen

Elizabeth Gajewski

7:30 a.m. - Escort team (Check floor plan and get familiar with locations)

Alex Rudroff

Josh Lelina

Nick Frieha

Eric Carley

Robert Ford

Kristina Mikhedok

David Foster

7:30 a.m. - Registration table open to manage check-in and hand off recruiters to escorts

Recruiter table – Lori Swanson, Rachel Cecil

Student table –Connor Austgen, Madeline Hansen

8:30 a.m. – Check 9:00 a.m. time slot sheet to make sure any student with 9 a.m. interview is checked in. If not, text them. Madeline

8:45 a.m. – 11:30 a.m. – Rachel, Lori, and Connor stay at registration table to manage interview check-in process for students. Students must check in before each interview session.

Recruiters in 1088 and 1090 need 5-minute warning before the end of each interview session. Yusen Logistics will host 2 information sessions at 11 and 11:30 a.m. in room 1095. Eric, Kristina, Madeline, Sarah, and anyone who is free.

During break between sessions, take turns to check on recruiters in Banquet Hall and rooms 1088, 1090, 1095. Eric, Kristina, Madeline, Sarah and anyone who is free.

12:30 p.m. – Registration table is open to check in Expo only recruiters and students.

Rachel

1:00 -2:00 p.m. T&L Explorer Expo

2:00 p.m. Networking reception

3:00 p.m. Pack up supplies.