

Fall 2022 Construction Interviewing Day

LSU Student Union Ballroom | Friday, October 7, 2022 | Event: 8:30 a.m.–4:30 p.m.
Check in: 7:30 a.m. | Lunch: Noon–1 p.m.

Policies and Guidelines

- Please review the [LSU Recruiting Policies and Guidelines](#).
- Please review the [Event Cancellation, No Show, Inclement Weather and Technology Policy](#).
- View top tips for recruitment success in our [Employer Recruitment Guide](#).
- Pop up banners and large signage is not permitted at this event. Small table signage no bigger than the length of a 6 ft table, personalized linens, and giveaways are acceptable.

This packet is broken down into two critical sections:

- *Pre-Event Requirements and Deadlines*
- *Event Day Information*

Pre-Event Requirements and Deadlines

To participate in Construction Interviewing Day, you must complete **Action Items** below based on your chosen Interview Schedule Type:

Option 1: Interview Schedule Type - Pre-select. This schedule type allows the employer to manage the entire interview scheduling process *through Handshake*. This process includes: posting a job, selecting the CID interview schedule for the day of the event, collecting and reviewing resumes, pre-selecting candidates to interview for the day of the event, and allowing candidates to sign up for interview timeslots. **To use this schedule type, employers must be registered and have requested an interview schedule in Handshake by 9/19 at noon.**

Action Items

- **By 9/19 at noon:** Log into [Handshake](#) and [follow these instructions](#) to request the CID Pre-Select interview schedule and attach a job posting. *The job posting must be attached to the interview schedule to be approved.*
- *Students will submit resumes via Handshake from 8/22 to 9/22.*
- **By 9/26 at noon:** [Follow these instructions](#) to pre-select primary candidates (and alternates if applicable) to interview on the day of the event.
- *Primary (followed by alternate) candidates will sign up for interview timeslots via Handshake from 9/28 to 10/2.*

Option 2: Interview Schedule Type – Room Only. This schedule type allows the employer to manage most of the interview scheduling process *outside of Handshake*. Employers must request a *CID Room Only* interview schedule and attach the job posting in Handshake. *However, employers must create their interview schedule for the day of the event by contacting students directly.* Final schedules are due three days prior to the event. **If you register or request an interview schedule in Handshake after 9/19, this is the only schedule type that can be used.**

Action Items

- **Immediately:** Log into [Handshake](#) and [follow these instructions](#) to request a Room Only interview schedule and attach a job posting. *The job posting must be attached to the interview schedule to be approved.*
- *Students will submit resumes via Handshake from 8/22 to 9/22.*
- *Job Postings in Handshake will close on 9/22. After 9/22, if you would like to continue to collect resumes, you must collect resumes outside of Handshake.*
- **By 10/4 at 8 a.m.:** Submit your final schedule [using this template](#) to Garnesha via email (gbeck1@lsu.edu).

Event Day Information

Check-In and Setup

Recruiter Check-In and Setup will begin at 7:30 a.m. at the LSU Student Union Ballroom. Please allow ample time for parking and setting up prior to the start of the event. A check-in kiosk will be available upon arrival, and name tags will be printed on site.

Event Format

The event begins at 8:30 a.m. with an open networking/browsing time where students can interact with recruiters (networking only, no interviews), providing recruiters an opportunity to fill any available time slots. The event welcome keynote speakers will be from 9:15–9:30 a.m. Prescheduled interviews will begin at 9:30 a.m. Please stay for the duration of the event in order to meet with the most candidates possible. Class hours vary for students and leaving early will limit their opportunities to meet with you.

Lunch

The employer lunch will be from noon–1 p.m.

Directions to Campus and Parking

Event Location:

LSU Student Union

[View directions to the event location.](#)

*Image: Front
of LSU Student
Union*



Once Inside Parking Structure:

- Two parking spaces are included with your event registration, unless you registered additional representatives to attend the event in Handshake. If you will need more than two parking spaces, you will need to utilize the metered parking upon arrival at the [LSU Union Square Parking Garage](#).
- A parking guard will greet you at the parking structure entrance.
- For your two complimentary spaces, please park in any designated, "Reserved for CID" spaces.
 - For any extra spaces that you need, once parked, look at the number of the spot you are parked in. You will need to enter space number into the pay station
 - Locate the closest stairway or elevator to find the pay station
 - **You must pay before you leave the parking structure**
 - Enter parking space number and payment into the pay station
 - A receipt will be printed once payment is accepted
 - **Retain your receipt** as you may need it to add additional time at any pay station on campus

Directions to the LSU Student Union:

- Find closest stairway or elevator and exit at ground level
- The LSU Student Union is across Highland Road
- Please use the designated crosswalk at Highland Road and Veterans Drive
- The LSU Student Union Ballroom is on the second floor of the LSU Student Union
 - **Stairway Access:** Enter the LSU Student Union on the second level via the front stairwell. Continue straight through the Student Union's center lobby. At the rear wall, turn right. The Ballroom entrance will be on your left.
 - **Elevator Access:** Enter the LSU Student Union on the first level via the Union Theater entrance on the front of the building, farthest from the parking garage. Upon entering the theater lobby, the elevators are to your left. Take the elevator to the second level. Exiting the elevator proceed through the front lobby to the main entrance. Turn right at the Information Desk and continue straight through the Student Union's center lobby. At the rear wall, turn right. The Ballroom entrance will be on your left.



Image:
Aerial photo
of the LSU
Parking
Garage and
surrounding
roads.

Lodging

The following lodging facilities are frequently used by visiting campus recruiters:

Location	Hotel	Phone
On Campus: *Ask for "LSU Recruiter" rate	The Cook Hotel	886-610-2665
College Drive:	Best Western	225-924-6500
	Embassy Suites	225-924-6566
	Hampton Inn	225-926-9990
	Holiday Inn Express	225-930-0600
	Marriott	225-924-5000
South Acadian:	Courtyard-Marriott	225-924-6400
Downtown:	Belle of Baton Rouge	225-242-2600
	Hotel Indigo	225-343-1515
	Hampton Inn & Suites	225-382-2100
	Hilton Capitol Center	225-344-5866

Dining Options

The following restaurants are popular with our visiting recruiters:

Restaurant	Phone	Restaurant	Phone
The Chimes - Seafood	225-383-1754	T.J. Ribs – Seafood, Steaks, Ribs	225-383-7427
Walk-On's Bistreaux - Seafood	225-757-8010	Drusilla Seafood - Seafood	225-923-0896
Acme Oyster House - Seafood	225-906-2372	Schlitz & Giggles - Pizza	225-361-0776
Juban's - Seafood, Steaks, Continental	225-346-8422	Rock-n-Sake - Sushi	225-615-7940
Parrain's - Seafood	225-381-9922	Jimmy John's - Sandwiches	225-382-3914
Mike Anderson's - Seafood	225-766-7823	Ruth's Chris Steak House - Steaks	225-925-0163

For questions before the event date, please call the LSU Olinde Career Center at 225-578-2162.