

Spring 2023 Construction Interviewing Day

LSU Student Union Ballroom | Friday, March 24, 2023 | 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](#).
- The only event signage allowed is signage that fits on top of your 6 ft table, and during the browsing time only. Signage that does not fit on top of your table will need to be removed, no exceptions. Personalized linens and giveaways are acceptable.
- Please note, there is **NO ACCESS** to power outlets in the ballroom.

This packet is broken down into two critical sections:

- *Pre-Event Requirements and Deadlines (Garnesha Beck is your contact – gbeck1@lsu.edu)*
- *Event Day Information (Courtney Edwards is your contact – courtney@lsu.edu)*

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 selecting the CID interview schedule for the day of the event, attaching a new posting, 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 a Pre-Select interview schedule in Handshake by 2/24 at noon. After 2/24 at noon, the Pre-select schedule type is not available.***

Action Items

- **By 2/24 at noon:** Log into [Handshake](#) and [follow these instructions](#) to request the CID Pre-Select interview schedule and attach a new job posting. *The job posting must be attached to the interview schedule to be approved. We strongly recommend that you create a new job posting for CID and do not use a job that is posted to multiple schools. In Handshake, # of Rooms requested = # of Tables your registered for.*
- *Students will submit resumes via Handshake from 1/17 to 3/1.*
- **By 3/6 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 3/8 to 3/10.*

Option 2: Interview Schedule Type – Room Only. For CID, Room Only = Table 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 a new job posting in Handshake. *However, employers must review resumes and contact students outside of Handshake to fill their interview schedule.* Final interview schedules are due three days prior to the event. ***If you register or request an interview schedule in Handshake after 2/24, Room- Only 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 new job posting. *The job posting must be attached to the interview schedule to be approved. We strongly recommend that you create a new job posting for CID and do not use a job that is posted to multiple schools. In Handshake, # of Rooms requested = # of Tables your registered for.*
- Students will submit resumes via Handshake from 1/17 to 3/1.
- Job Postings in Handshake will close on 3/1. After 3/1, students cannot submit resumes through Handshake. if you are collecting resumes after 3/1, you must collect resumes outside of Handshake. On 3/2, a Resume Book that contains resumes for all students who are eligible to participate in CID will be emailed to you.
- **By 3/13 at 8 a.m.:** Submit your final interview 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, so no need to send recruiter names in advance. If you arrive at the Union prior to 7:30, please enjoy a cup of coffee from the food court or a sitting area until Employer Check-In opens.

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: | The Cook Hotel | 886-610-2665 |
| *Ask for "LSU Recruiter" rate | | |
| 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 email Courtney Edwards at courtney@lsu.edu.

For specific questions related to your interview schedule, please contact Garnesha Beck at gbeck1@lsu.edu.