Fall 2020 Construction Interviewing Day Information Packet

This packet contains important information for the Fall 2020 Construction Interviewing Day on October 23. Please read this packet thoroughly and if you have questions, visit the LSU Olinde Career Events website. In order to confirm your participation in Construction Interviewing Day, please follow the two-part process below. Details below under each section that requires action. We look forward to seeing your recruiting team soon!

Please also take a moment to read the Policies and Guidelines for recruiting at LSU along with our Career Event Cancellation, No Show, Inclement Weather and Technology Policy.

Construction Interviewing Day
Date: Friday, October 23, 2020
Time: Virtual Networking from 9–10 a.m.; Virtual Interviews from 10 a.m.–4 p.m.

An explanation of the following two-part process can be found on the LSU Olinde Career Center YouTube channel.

Part 1: Networking Portion (your contact is Courtney Edwards, courtney@lsu.edu)
From 9–10 a.m., students will network with all employers registered (note time start adjustment).

• By 10/15 at noon: Please have your fair schedule completed so that students may sign up on your schedule to meet with you and/or your representatives. After you set the schedule for you and your recruiters, your recruiters must “Claim My Schedule.”
• We recommend you schedule only Group Sessions during the Networking Portion, in order to reach the most students and reduce confusion with any afternoon interviews. Group Sessions are 30-minutes and can have up to 50 students in attendance per session for you to share your opportunities and company overview with.
• Required: Please keep an eye out for the notification email and create your schedule by the deadline above. Instructions on schedule creation can be found here.
• Required: Please be sure to test your Handshake video at least 3 days before the event by following these video testing instructions. Here is a link to test your video: http://app.joinhandshake.com/video_sessions/test_session
To learn more about these features check out this virtual fair training webinar recording, which was hosted by Handshake. You may also bring your questions to Handshake’s live Virtual Fair Office Hours.

Part 2: Interviewing Portion (your contact is Garnesha Beck, gbeck1@lsu.edu)
From 10 a.m.–4 p.m., virtual interviews will be conducted. You must activate your job and interview schedule in Handshake as soon as possible (if you have not done so already).

• By 9/25 at 8 a.m.: Review the virtual interview format document for more information about virtual interview schedule format options. Log into Handshake and follow these instructions for creating your interview schedule and posting a job.
• By 10/15 at noon: Preselects Due in Handshake (Garnesha will keep you up to date on how to make your preselects).
• By 10/15 at noon: Virtual interviews will be conducted through Zoom. Our students all have Zoom accounts and are familiar with this platform due to their coursework. We recommend that you create one zoom meeting per schedule and enable the waiting room feature. This allows the
interviewer to have one link for the entire day and control when the students will enter the chat using the waiting room feature.

- Once your Zoom link is created, please email it to (1) the student and (2) Garnesha Beck (gbeck1@lsu.edu) by 10/15 at noon.

**Preselect to Alternate Schedule Instructions and Deadlines**

This will allow candidates who meet the employer-specified job criteria (based on degree, major, and graduation date) to submit a résumé. Employers will then screen through the qualified résumés to hand select those candidates that they would like to interview. Those candidates then self-select an interview time online, thus building the schedule for the employer.

**Employer Deadlines**

**All major employer deadlines are in bold purple**

- Interview Schedule Due in Handshake: September 17 at 8 a.m.
- Student Application Start Date: August 14 at 8 a.m.
- Student Application End Date: October 9 by noon
- Primary & Alternate Selections Due: October 15 by noon
- Primary Sign Up Start: October 16 at 8 a.m.
- Alternate Sign Up Start: October 18 at 8 a.m.
- Schedules Close: October 20 at 9:00 a.m.

Helpful Tip: You can actively be preselecting students during the student application period by logging into Handshake. The firm deadline for the final list is October 15 to be ready for signups on October 16. If a student denies your invite, you can log back into Handshake and select another student. Everything will be final on October 20 at 9:01 a.m.

**Open Schedule Instructions and Deadlines**

This will allow candidates who meet the employer-specified job criteria to self-select an interview timeslot. While employers will not get to prescreen the résumés before the candidates choose a timeslot, the candidates must meet the employer-specified requirements based on degree, major and graduation date. The schedule will be built online by the candidates self-selecting timeslots.

**Employer Deadlines**

**All major employers deadlines are in bold purple**

- Interview Schedule Due in Handshake: October 9 at 8 a.m.
- Student Signup Period: October 11 - 20
- Schedule Closes: October 20 at 9 a.m.

**Room Only Schedule Instructions and Deadlines**

Companies have the opportunity to pull resumes from Handshake on their own, and create their interview schedule for the day by contacting students directly. Each company will reach out directly to the students to coordinate the interview time for the day. A schedule template will be provided as a guide for available timeslots according to the schedule for the day. Final schedules are due two days prior to the event. Send your final schedule to Garnesha Beck at gbeck1@lsu.edu.

- Final Schedule Due: October 20 at 9 a.m.

Geaux Tigers!