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, you must activate your job and interview schedule in Handshake as soon as possible. Details below under “Virtual Interviews.” 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: CIAC Member Virtual Networking: 8–9 a.m., open to all employers who are Construction Industry Advisory Council members and open to all students.
Open Virtual Networking: 9–10 a.m., open to all registered employers and students
Virtual Interviews: 10 a.m. – 4 p.m.

VIRTUAL NETWORKING

The Fall 2020 Construction Interviewing Day networking portion will be held virtually and managed through the Easy Virtual Fair online platform. Two weeks prior to the event, you will receive information via email that includes login information, online training for participating in a virtual career fair, and information on how to effectively set up your online booth.

We encourage you to begin planning for your online presence now, including the following options:
- Create pdf “handouts” that students will be able to download from your booth
- Post all jobs on Handshake (linked to LSU) that you plan to reference in your online booth
- Prepare your logo and any other promotional images you plan to post in your online booth
- Gather a list of company representatives that will participate in the fair (your registration includes up to 10 representatives)
- Prepare a virtual or video presentation of your company and job opportunities and upload videos to YouTube. Please make them public so that they are easily accessible in the booth and you can easily share the link in the chat if you choose to do so.
- Review the Easy Virtual Fair white paper “12 Steps to Exhibiting at Virtual Events like a Pro”
- Review the Content Manager Guide to begin to familiarize yourself with Easy Virtual Fair

We advise you to use the two weeks prior to the fair to fully set up your booth and attend a mandatory training (information will be sent soon) to maximize your online event presence. On the event day, log in to the event promptly to allow time to get set up prior to student arrival. Please be mindful that class hours for students vary. Many students who wish to attend the event may not be able to do so until later in the day. We ask all attendees to remain for the duration of the event. If you have any questions about the networking portion of the day, please contact Courtney Edwards at courtney@lsu.edu.

VIRTUAL INTERVIEWS

Please find below the deadlines and instructions associated with each schedule format option for the interviewing portion of the day. The virtual interview portion will be coordinated through Handshake, as
usual, for all schedule options except the “Room Only” schedule. We will provide further details on what platform the interviews will be **conducted** as we get closer to the event. If you have any questions specific to your interview schedule, please contact Garnesha Beck at gbeck1@lsu.edu.

**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 highlighted in 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.

1. Please follow these instructions to create your schedules in Handshake by **September 17, 2020**. As you follow the instructions, please make the following edits: Preferred Timeline: CID Preselect
2. Once requested, your schedule will be approved by our On-Campus Interview Coordinator, Garnesha Beck (gbeck1@lsu.edu). Upon approval, she will send you a confirmation email to discuss the set up for the Virtual Interview platform appointments.
3. If you have additional questions about creating your interview schedule in Handshake, please contact Garnesha at gbeck1@lsu.edu.

**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 highlighted in 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.

1. Please follow these instructions to create your schedules in Handshake by **October 9, 2020**. As you follow the instructions, please make the following edits: Preferred Timeline: CID Open
2. Once requested, your schedule will be approved by our On-Campus Interview Coordinator, Garnesha Beck (gbeck1@lsu.edu). Upon approval, she will send you a confirmation email to discuss the set up for the Virtual Interview platform appointments.
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.

1. Please follow these instructions to create your schedules in Handshake immediately. As you follow the instructions, please make the following edits: Preferred Timeline: Room Only
2. Once requested, your schedule will be approved by our On-Campus Interview Coordinator, Garnesha Beck (gbeck1@lsu.edu). Upon approval, she will send you a confirmation email to discuss the set up for the Virtual Interview platform appointments.
3. If you have additional questions about creating your interview schedule in Handshake, please contact Garnesha at gbeck1@lsu.edu.

Geaux Tigers!