



## Montana Tech Spring Fair 2<sup>nd</sup> Day Interviews

Thank you for your interest in participating in the Montana Tech Career Fair. Join us to conduct face-to-face interviews on Thursday, **March 29, 2018**. Interviews will take place in the HPER where tables will be available for each recruiter to conduct interviews.

Please **create an on-campus recruiting schedule with Career Services as soon as possible**. Your interview schedule will be posted online to allow for students to sign up for interviews ahead of time. **Remember** -- On-campus recruiting schedules can also be created **any time** during the academic year.

The morning of the Career Fair you will be given your interview schedule. This schedule will reflect student sign-ups as of Tuesday, March 27<sup>th</sup>. Use this sheet during the actual Career Fair to add additional students to your schedule. This will *prevent double-booking* interview times.

On the day of the fair, please give Career Services your sign-up sheet **before you leave**, so interview packets for the additional students can be made ahead of time and ready for you on Thursday morning. Interview packets include a resume for each student on your schedule who has registered with Career Services. If you need transcripts, as well, please notify Career Services **in advance**.

*Again, if you plan to conduct 2<sup>nd</sup> Day Interviews, please contact Career Services BEFORE the Career Fair so that the interview schedule can be set up ahead of time and let students know your organization will be staying to recruit. You can also allow students to sign up prior to the fair.*

Any questions or comments, please contact Angela Stillwagon, Career Fair Coordinator at [astillwagon@mtech.edu](mailto:astillwagon@mtech.edu) or by phone (406) 496-4831.

**Thank you!**

