

On-Campus Interviewing Program Information Packet

Thank you for scheduling your on-campus interview visit to LSU!
Following is the information you will need to ensure a smooth visit to campus.

Your contact for the On-Campus Interviewing Program:

Stacey Halphen, Coordinator of Alumni & Corporate Relations
SLEBL23@lsu.edu or 225-578-3426

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LSU Department of Geology & Geophysics

- Location: **E-235 Howe-Russell Geoscience Complex** , accessible from Highland Road and the parking kiosk on South Stadium
- Office Hours: 7:45 a.m. to 4:30 p.m., Monday through Friday, during On-Campus Interviewing
- Phone Number: 225-578-3353
- Fax Number: 225-578-2302
- E-mail Addresses: SLEBL23@lsu.edu (Stacey Halphen, Coordinator of Alumni & Corporate Relations)
- Web Site: www.geol.lsu.edu

Directions to Campus

Suggested Route to LSU Dept. of Geology: Take Exit 157B (Acadian Thruway/LSU) from I-10. From the eastbound off-ramp, turn right on Acadian Thruway; from the westbound off-ramp, turn left on Acadian Thruway. Take Acadian Thruway (which turns into Stanford Avenue, then into LSU Avenue) to Highland Road. Turn right on Highland Road. After entering the south gates of campus, take a left onto S. Stadium Drive. You will take the first right at Tower Drive. Howe-Russell will be one block down on your left, at the corner of Tower Drive and S. Campus Drive.

From Baton Rouge Metropolitan Airport: Take I-110 South, merge to I-10 East

From New Orleans International Airport: Take I-10 West

Parking

If you will conduct interviews in Howe-Russell through the regular On-Campus Interviewing Program, you will need to make prior arrangements for parking. Upon request, we will provide ONE reserved parking space per company in front of the Howe-Russell building for the days you are scheduled to be on campus. You will gain access into campus and pick-up your hang tag from the parking kiosk at the corner of Highland Road & S. Stadium Drive. Additional vehicles or other visitors will be required to obtain parking from the LSU Visitor's Center at the corner of Highland Road and Dalrymple Drive.

Careers2Geaux

Careers2Geaux is an online interview scheduling system that allows you to set up and view your on-campus recruiting schedule(s). We want your recruiting experience at LSU to be a pleasant one, so please let Stacey Halphen know if you encounter problems or have concerns with Careers2Geaux.

Scheduling Your Visit

Stacey Halphen, coordinator, has reserved your desired interview dates. Please contact her to resolve any concerns about your visit.

Types of Interview Schedules

- **Open Schedules:** LSU students and alumni who meet the organization's requirements sign up for interviews on a first-come, first-served basis.
- **Preselect Schedules:** Recruiters review submitted résumés prior to the campus visit and select candidates to be interviewed. Preselect candidates then have the first opportunity to sign up for interview times. If you choose alternate candidates, they have second opportunity to sign up for interview times.

Timeline for On-Campus Recruiting

- **Six or More Weeks Prior to the Interview**
 - ◊ Build your schedule(s) in Careers2Geaux on www.myinterfase.com/lisu/employer.
 - ◊ Make hotel reservations and flight arrangements.
- **Two Weeks Prior to Interview**
 - ◊ Review résumés.
 - ◊ Before the deadline, modify student status to preselect or alternate on Careers2Geaux.
- **Two Days Before the Interview**
 - ◊ View the finalized interview schedule(s) on Careers2Geaux. Check for the start time and openings, and view résumés of scheduled candidates.
- **Evening Presentation Day**
 - ◊ Pick-up all give-aways and AV equipment needed for presentation. Items **must** be picked up in E-235 Howe-Russell before 4:30pm.
 - ◊ Pick-up interview packet and interview room keys.
 - ◊ If conducting an infosession in Howe-Russell, make arrangements to be present when catering arrives.
- **Interview Day**
 - ◊ Bring business cards.
 - ◊ Park in reserved space in front of Howe-Russell Geoscience Complex. Meet Stacey Halphen in E-235 Howe-Russell to pick up interview packet and interview room keys, if you have not already done so..
 - ◊ Bring a typed schedule if you made revisions after Careers2Geaux scheduling closed.

Publicity for Your Visit

Students are informed of recruiting visits and evening presentations in advance through Careers2Geaux and presentations are posted on our online calendar. Stacey Halphen, coordinator, will be glad to post flyers you provide around the Howe-Russell building. If you would like additional publicity for your visit (aside from above mentioned), please contact one or both of the two newspapers that cover LSU:

1. *The Daily Reveille*, LSU's student-run paper:
225-578-4810 or salesmanager@lsureveille.com
2. *Tiger Weekly*, a paper covering LSU and staffed by LSU students:
225-248-1229 or advertising@tigerweekly.com

Luncheon Program

Employers often find value in hosting key faculty or staff members for lunch while visiting LSU. Please contact Stacey Halphen at least **three weeks prior to your interview date** if you would like her to invite a guest(s) to a luncheon meeting, on your behalf, on the day of your visit. All lunch reservations will be made at the LSU Faculty Club.

Evening Presentations

Many employers hold evening presentations the night before their scheduled interview dates. We request that you schedule your presentation at **6:00pm**, and that you keep the presentation to a **one hour maximum**. Most of these presentations are held in the Howe-Russell building, the LSU Faculty Club, or Cook Hotel & Conference Center; each of these venues (with the exception of Howe-Russell) charges a room rental fee and offers audiovisual equipment and catering options. Stacey Halphen can assist in reserving events in a Howe-Russell classroom if you contact her at least **three weeks prior to your visit**. If you select to hold your presentation at a location other than Howe-Russell, you will be responsible for scheduling your arrangements.

To host a presentation at the LSU Faculty Club, call 225-578-2356. To host a presentation at Cook Conference Center & Hotel, call 866-610-2665. If you choose to hold your event at either of these locations, or another location of your choice, please notify Stacey Halphen as soon as you have confirmed the date and time so we can advertise it to students and alumni.

NOTE: Employers hosting evening presentations in Howe-Russell will be responsible for setting up your own catering (see suggestions below). You will also be responsible for being present when catering is delivered, as well as taking care of your room set-up. You must pick-up the key for your reserved room **no later than 4:30pm** on the day of your presentation. The office will be closed after this time.

Suggested Route and Parking at the Faculty Club: Take Exit 156B (Dalrymple Drive/LSU) from I-10. Eastbound and westbound traffic will turn right on Dalrymple Drive from the off-ramp. Continue straight on Dalrymple Drive into campus. At the Highland Road-Dalrymple Drive intersection, stop by the Visitor Center to obtain a parking permit. Turn right on Highland Road, then left at the first light (Raphael Semmes). The Faculty Club is immediately on your left, with the parking lot in back.

Suggested Route and Parking at the Cook Hotel & Conference Center: Take Exit 156B (Dalrymple Drive/LSU exit) from I-10. Eastbound and westbound traffic will turn right on Dalrymple Drive from the off-ramp. Eastbound traffic will go through two stoplights, and westbound traffic will go through three stoplights, to State Street. Turn left on West Lakeshore Drive, approximately ¼ mile past State Street. It is immediately across the street from the Sigma Chi fraternity house, and immediately behind the International Cultural Center. Travel ¼ to ½ mile to the Cook Hotel & Conference Center, behind the Lod Cook Alumni Center. Free parking is available in the lot adjacent to the building.

Catering Suggestions for the Howe-Russell Presentations

The following is a list of catering services we frequently use for our on-campus presentations in the Howe-Russell building. You can review your specific menu options by visiting the websites listed.

Jason's Deli

www.jasonsdeli.com

Louis DeAngelos

www.deangelospizzeria.com

* We can arrange any of their catering options or order pizza*

Matherne's Supermarket

www.mathernes.com

* Matherne's offers a variety of party trays from finger sandwiches to drumettes to fresh baked cookies. If you would like a more detailed catering list, please e-mail Stacey Halphen at sleb123@lsu.edu.*

Chartwell's Catering LSU Union

[http://appl003.lsu.edu/cas/lsudining.nsf/\\$Content/Catering](http://appl003.lsu.edu/cas/lsudining.nsf/$Content/Catering)

Unique Cuisine Catering

www.uniquecuisine.com

Local Restaurant Suggestions for Off-Campus Presentations

The Chimes Wine Cellar

3357 Highland Road
Baton Rouge, LA 70802

225-383-1754

www.thechimes.com

Mike Anderson's Seafood

1031 West Lee Drive
Baton Rouge, LA 70820

225-766-7823

www.mikeandersonsbr.com

Walk-Ons Bistreaux & Bar 225-757-8010
3838 Burbank Drive www.walk-ons.com
Baton Rouge, LA 70808

Final Check

Please check Careers2Geaux **two days before visiting campus** to confirm your interview schedules. Call Stacey Halphen to discuss any last-minute concerns, should you have any. We will provide copies of your schedule and résumés when the recruiter(s) arrives on the day of the scheduled interviews.

WHERE TO STAY

	<u>Reservations</u>	<u>Local</u>
<i>*Cook Conference Center & Hotel</i>	<i>866-610-2665</i>	<i>225-383-2665</i>
Sheraton Hotel	800-325-3535	225-242-2600
Best Western Richmond Suites	800-332-2582	225-924-6500
Holiday Inn Express	800-465-4329	225-930-0600
Courtyard- Marriott	800-321-2211	225-924-6400
Holiday Inn Select	800-465-4329	225-925-2244
Hilton, Baton Rouge Capitol Center	877-862-9800	225-344-5866
Holiday Inn	225-448-2030	225-448-2030
Cambria Suites	225-925-1005	225-925-1005

**This is the hotel on LSU's campus. Ask for the recruiter rate! www.thecookhotel.com*

On-Campus Interviewing FAQs

Is there a fee to conduct on-campus interviews at LSU?

Conducting on-campus interviews at LSU is free! We provide complimentary interviewing space and use of our Web-based interview management system free of charge.

How many preselect students can I choose?

For a standard 30-minute schedule, you can select up to 13 preselect candidates and as many alternates as you wish. For a standard 45-minute schedule, you can select up to nine preselect candidates and as many alternates as you wish. For a standard 60-minute schedule, you can select up to seven preselect candidates and as many alternates as you wish.

What time will my interviews begin and end?

After scheduling your date, you can choose how long you would like each interview to last. The most popular schedule format is set up for 30-minute interviews. Other options are schedules composed of 45-minute or 60-minute interviews.

- ◇ **30-minute interviews** 13 interviews; 8:15 a.m. – 4:45 p.m.; two 15-minute breaks; 90-minute lunch
- ◇ **45-minute interviews** nine interviews; 8:15 a.m. – 5:00 p.m.; two 15-minute breaks; 90-minute lunch
- ◇ **60-minute interviews** seven interviews; 8:15 a.m. – 5:00 p.m.; no breaks; 105-minute lunch

Why are my preselects due on a deadline that you can't change?

LSU's interview scheduling system operates on a four-week cycle. For a given week, each employer interviewing has the same set of deadlines. Week one is résumé submission: qualified students and alumni are able to submit their résumés online for your position. Week two is employer preselection: you review the résumés you have received and decide whom you would like to interview. Week three is candidate sign-up period: all preselect, alternate and eligible (if you choose to leave your schedule open to eligibles) students and alumni sign up for time slots on your schedule. Week four is your interview week. All corresponding dates fall into place once the interview date has been decided.

If you miss your preselect deadline, we are not able to assist with the scheduling of candidates into timeslots. If this happens, your schedule will become a “Room Only” and you will be responsible for contacting the candidates you choose to set up timeslots for interviews. If you would like our assistance building your schedule, you must have entered your preselects by 3 p.m. on the deadline date NO EXCEPTIONS.

What if I want to rearrange my schedule after candidates sign up for timeslots?

We will assist in setting candidates on your schedule. Before candidates select timeslots, we can adjust your schedule to your preference. After scheduling starts, when candidates begin to select timeslots, there is little we can do to assist. We encourage employers to wait until the scheduling period is over (usually the Friday before your on-campus interview date); at this time, they may tweak their schedules however they see fit. You are welcome to contact students directly to structure a schedule that best meets your needs.

Neither LSU nor students/alumni make schedule adjustments after the sign-up period ends. One of the reasons we allow you to adjust your schedule by contacting students directly is that many students may not be able to come at a time you have available. While you have them on the phone, you can arrange for a phone interview or some other style of interview. If you make adjustments to your schedule, please provide us with an updated copy so we will know when to expect you on your designated interview day and can update our records.

Where should I send materials that want to ship for my interviews or evening presentation?

Any materials you ship for **on-campus interviews** will be available for you in our office when you arrive. *If you ship materials for an evening presentation, you will need to pick them up from our office (E-235 Howe-Russell) **before 4:30 p.m. on the day of your presentation or session.*** Our office closes at 4:30 p.m., and we cannot transport your items to the event location. All materials you send should be **clearly marked using the following shipping information:**

- **For interviews:**
LSU Dept. of Geology & Geophysics
Stacey Halphen
ATTN: YOUR NAME, YOUR COMPANY On-Campus Interviews on DATE
E-235 Howe-Russell Geoscience Complex
Baton Rouge, LA 70803

- **For presentations/information sessions:**
LSU Dept. of Geology & Geophysics
Stacey Halphen
ATTN: YOUR NAME, YOUR COMPANY, Presentation on DATE
E-235 Howe-Russell Geoscience Complex
Baton Rouge, LA 70803

Limited space prohibits us from storing materials for longer than two weeks, so please do not send your materials any earlier than two weeks prior to your event date. We will gladly use your company’s DHL, FedEx or UPS account number to ship leftover materials after your departure.

FALL 2009 ON-CAMPUS INTERVIEWING DEADLINES

Week 1: Interviews the week of September 21 – 25, 2009

Résumé Submission Period: Sat. – Wed., Aug. 1* – Sept. 2
Employer Preselection Deadline: Thurs., Sept. 10
Sign-up Period for Open Schedules: Sat. – Thurs., Sept. 12 – 17
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Sept. 12 – 17
 Alternate Candidates: Wed. – Thurs., Sept. 16 – 17

Week 2: Interviews the week of September 28 – 30, 2009 ¹

Résumé Submission Period: Sat. – Wed., Aug. 1* – Sept. 9
Employer Preselection Deadline: Thurs., Sept. 17
Sign-up Period for Open Schedules: Sat. – Thurs., Sept. 19 – 24
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Sept. 19 – 24
 Alternate Candidates: Wed. – Thurs., Sept. 23 – 24

Week 3: Interviews the week of October 5 – 9, 2009 ²

Résumé Submission Period: Sat. – Wed., Aug. 1* – Sept. 16
Employer Preselection Deadline: Thurs., Sept. 24
Sign-up Period for Open Schedules: Sat. – Wed., Sept. 26 – 30
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Wed., Sept. 26 – 30
 Alternate Candidates: Tues. – Wed., Sept. 29 – 30

Week 4: Interviews the week of October 12 – 16, 2009 (Midterms Week) ³

Résumé Submission Period: Sat. – Wed., Aug. 1* – Sept. 23
Employer Preselection Deadline: Wed., Sept. 30
Sign-up Period for Open Schedules: Sat. – Thurs., Oct. 3 – 8
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Oct. 3 – 8
 Alternate Candidates: Wed. – Thurs., Oct. 7 – 8

Week 5: Interviews the week of October 19 – 23, 2009

Résumé Submission Period: Sat. – Wed., Aug. 1* – Sept. 30
Employer Preselection Deadline: Thurs., Oct. 8
Sign-up Period for Open Schedules: Sat. – Thurs., Oct. 10 – 15
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Oct. 10 – 15
 Alternate Candidates: Wed. – Thurs., Oct. 14 – 15

Week 6: Interviews the week of October 26 – 30, 2009

Résumé Submission Period: Sat. – Wed., Aug. 1* – Oct. 7
Employer Preselection Deadline: Thurs., Oct. 15
Sign-up Period for Open Schedules: Sat. – Thurs., Oct. 17 – 22
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Oct. 17 – 22
 Alternate Candidates: Wed. – Thurs., Oct. 21 – 22

Week 7: Interviews the week of November 2 – 6, 2009

Résumé Submission Period: Sat. – Wed., Aug. 1* – Oct. 14
Employer Preselection Deadline: Thurs., Oct. 22
Sign-up Period for Open Schedules: Sat. – Thurs., Oct. 24 – 29
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Oct. 24 – 29
 Alternate Candidates: Wed. – Thurs., Oct. 28 – 29

Week 8: Interviews the week of November 9 – 13, 2009 **

Résumé Submission Period: Sat. – Wed., Aug. 1* – Oct. 21
Employer Preselection Deadline: Thurs., Oct. 29
Sign-up Period for Open Schedules: Sat. – Thurs., Oct. 31 – Nov. 5
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Oct. 31 – Nov. 5
 Alternate Candidates: Wed. – Thurs., Nov. 4 – 5

Week 9: Interviews the week of November 16 – 20, 2009 **

Résumé Submission Period: Sat. – Wed., Aug. 1* – Oct. 28
Employer Preselection Deadline: Thurs., Nov. 5
Sign-up Period for Open Schedules: Sat. – Thurs., Nov. 7 – 12
Sign-up Period for Preselect Schedules:
 Preselected Candidates: Sat. – Thurs., Nov. 7 – 12
 Alternate Candidates: Wed. – Thurs., Nov. 11 – 12

Need more information? Call 225-578-1548 or visit the On-Campus Interviewing Tutorial at www.lsu.edu/career/oci.

***Résumé submissions begin as soon as an employer loads a job description(s), as early as August 1. Potential interviewees cannot apply until the job description is loaded.**

**** We recommend that employers do not schedule an interviewing date during interview week 8 or 9 due to a decrease in the candidate pool. The most beneficial time to recruit are weeks 1 through 6, when the candidate pool is larger. Should you want to recruit at a time not listed here, we can make accommodations for you to use our facility outside of this interviewing program. Please contact Career Services for more information (career@lsu.edu or 225-578-2162).**

¹ Week 2 Interview week is shortened due to Fall Holiday, October 1 – 2, 2009.

² Sign-up process shortened due to Fall Holiday, October 1 – 2, 2009.

³ Week 4 Interviews are during midterms. Employer preselection period shortened due to Fall Holiday, October 1 – 2, 2009.