

Fall 2024 Construction Interviewing Day

LSU Student Union Ballroom | October 25, 2024 | Event: 8:15 a.m.–4:30 p.m.
Employer Check in: 7:30–8:15 a.m. | Lunch: Noon–1 p.m.

Policies and Guidelines

- Please review the LSU [Recruiting Policies and Guides](#).
- Please review the [Event Cancellation, No Show, Inclement Weather and Technology Policy](#).
- View top tips for recruitment success and how to [Broaden your Impact](#) on campus.
- Due to the nature of this interviewing event, we do not recommend table signage at all, as it becomes a barrier between the recruiter and interview candidate. The only event signage allowed is signage that fits on top of your 6 ft table. Please note that 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.
- A parking pass is not needed in advance.
- Other than Event Sponsors and Corporate Partners who will have prime placement, employers will be placed on the floorplan in order of registration date/time.
- We do not need individual recruiter names in advance.
- Optional plastic table covers will be available, but many employers bring their own branded table covers.
- Due to campus mail processing delays, package/supply shipping is not available for this event. Please bring any items with you or consider shipping in advance to the hotel in which you are staying.
- We encourage all employer representatives to be checked in by 8:15 a.m.

This packet is broken down into two critical sections:

- *Pre-Event Requirements and Deadlines (contact Information coming soon!)*
- *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 type for the day of the event, attaching a new job posting, collecting/reviewing resumes, pre-selecting candidates to interview on 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 9/26 at noon. After 9/26 at noon, the Pre-select schedule type is not available.*** Action Items:

- **By 9/26 at noon:** Log into [Handshake](#) and follow these [instructions](#) to request the CID Pre-Select interview schedule and attach a **new** job posting. *The new 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 or has previous applicants. In Handshake, # of Rooms requested = # of Tables that you registered for.*
- *Students will submit resumes via Handshake from 8/26 to 9/30.*
- **By 10/3 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 10/8 to 10/11.*

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 on 10/14. ***If you register or request an interview schedule in Handshake after 9/26, Room- Only is the only schedule type that can be used.*** Action Items:

- **Immediately:** Log into [Handshake](#) and [follow these instructions](#) to request a CID Room Only interview schedule and attach a **new** job posting. *The new 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 or has previous applicants. In Handshake, # of Rooms requested = # of Tables you're registered for.*
- *Students will submit resumes via Handshake from 8/26 to 9/30.*
- *Job Postings in Handshake will close on 9/30. After 9/30, students cannot submit resumes through Handshake. If you continue to collect resumes after 9/30, you must collect resumes outside of Handshake. On 10/1, a Resume Book that contains resumes for all students who are eligible to participate in CID will be emailed to you.*
- **By 10/14 at 8 a.m.:** Submit your final interview schedule [using this template](#) (email address coming soon!)

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. We do not need to know the individual recruiter names in advance. If you arrive at the Union prior to 7:30, please relax in a sitting area until Employer Check-In opens. If there are more recruiters than what you registered for, you will be charged \$50 per additional recruiter.

Event Format

The event begins at 8:15 a.m. with a welcome keynote speaker(s). Interviews will begin at 8:30 a.m. and end at 4:30 p.m. Upon your arrival, we will ask you to update your schedule with any additions you may have added since the schedule closed via Handshake. Please be prepared to provide our team with an updated copy of your schedule.

Lunch

The employer lunch (no interviews during this time) will be from noon–1 p.m. If you have dietary restrictions, there are several options within the Student Union for you to enjoy a meal.

Directions to Campus and Parking

Event Location: [LSU Student Union](#)

Event Parking: [LSU Union Square Parking Garage.](#)

[View directions to the event parking.](#)

Image: Front
of LSU Student
Union



Once Inside Parking Structure:

- Two parking spaces are included with your event registration unless you registered for more than two attendees via your [Handshake](#) event registration.
- A parking guard will greet you at the parking structure entrance. Please follow their directions on what levels to park within the garage.
 - For any extra spaces that you need, that you haven't registered for in advance, 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

We encourage guests to campus to stay at our on-campus hotel, *The Cook Hotel & Conference Center* at LSU, located at 3848 West Lakeshore Drive. For more information, call 225-383-2665 and ask for the "LSU Recruiter" rate. For a comprehensive list of local hotels, check out [Visit Baton Rouge](#).

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, contact information coming soon!