



STUDENT GUIDELINES

Washington DC Recruiting Day

Friday, January 6, 2017

FHI 360 Conference Center - 8th Floor

1825 Connecticut Ave., NW

Washington, D.C.

202-884-8279

<http://fhi360conferencecenter.org>

Please honor the commitment you made by accepting your interview(s) at the Recruiting Day. If there is any question as to your ability to attend, you are obligated to contact your career center office as soon as possible.

Getting There

1. Parking information and directions to the FHI 360 Conference Center are included on page 3. Parking is available on site (\$18 per day & **credit cards only- no cash!**). The following link provides a Metro map. The FHI 360 Conference Center is located on the Red Line at Dupont Circle Station:
www.wmata.com/rail/docs/colormap_lettersize.pdf
 - The FHI 360 Center can be reached at: **202-884-8279**

2. If a travel or other **EMERGENCY** arises...

On the day of the event, you should call **Susan Smith (845) 392-3866** or **Aimée Heinly (914) 588-5460**. It is important that you speak to Susan or Aimée (from SLAC)!

NOTE: *If you have an emergency **and** you do not call **and** you miss your first interview, **you will be considered a No-Show. All of your interviews will be offered to other candidates, even if you show up later in the day.***

Prior to the day of the event, contact your Career Office. It is important that you speak to someone in your office.

SLAC's Weather Emergency Announcement Line is 845-392-3966.

Normally the recruiting day occurs regardless of the weather. However, if the weather is in a "state of an emergency or a blizzard", call **845-392-3966** to hear an announcement about the status of the recruiting day. The Washington DC Recruiting Day is taking place in Washington, DC.

3. **Transportation:** Allow plenty of time for travel; your promptness is vital to the success of the Recruiting Day. Keep in mind there are often major delays getting into the city and finding parking, etc. Parking is \$18 a day. **CALL SLAC** if you find yourself delayed on the train, plane, or automobile!

When you Arrive

Event Schedule:

8:30am: Doors open to students

9:00am – 11:00am: Career Fair & Networking

11:00am – 12:00pm: "On your own" Lunch Break

12:00pm – 5:00pm: Interviews

4. **YOU MUST REPORT TO THE STUDENT REGISTRATION AREA AT LEAST HALF AN HOUR BEFORE YOUR FIRST SCHEDULED INTERVIEW IN THE AFTERNOON, OR YOUR INTERVIEW SLOT WILL BE GIVEN TO AN ALTERNATE.** You will check in for all of your interviews at one time.
5. There will be a student waiting area available, so you may arrive at the FHI 360 Conference Center anytime after 8:30 am on Friday, January 6. The two hour Career Fair will allow you to meet employers in the designated area and drop off resumes for consideration for any empty interview slot.
6. Students who are “on-deck” (the next person to be interviewed) will wait in a designated area. **Twenty (20) minutes** before each interview, you will take a seat in the “on-deck” area to wait to be called by the employer.

Preparing for Your Interview

- **Meals:** Please make your own arrangements.
- **Attire:** Dress is business attire. Suits are appropriate for both men and women.
- **Interview Tips:**
 - Research the organizations with whom you will be interviewing.
 - Assess your interviewing skills.
 - Be familiar with YOUR skills, strengths, and examples of your achievements.
 - Schedule a practice interview prior to your SLAC interviews.
 - Bring a firm handshake and be prepared for the popular, “Tell me about yourself.”
- **What to Bring:**
 - ✓ Your list of scheduled interviews and times.
 - ✓ Your list of the employers and copies of the job descriptions you would like to pursue should openings occur during the day.
 - ✓ Bring 20 extra copies of your resume. You might submit these for openings for extra interviews.
 - ✓ Bring cash for travel, parking, food, and other incidentals.
- **ACCOMMODATIONS:** If you need accommodations, there are several hotels in close proximity to the event.

Locations & Directions

Red Line Metro Station: Dupont

Circle (check for alerts or changes!)

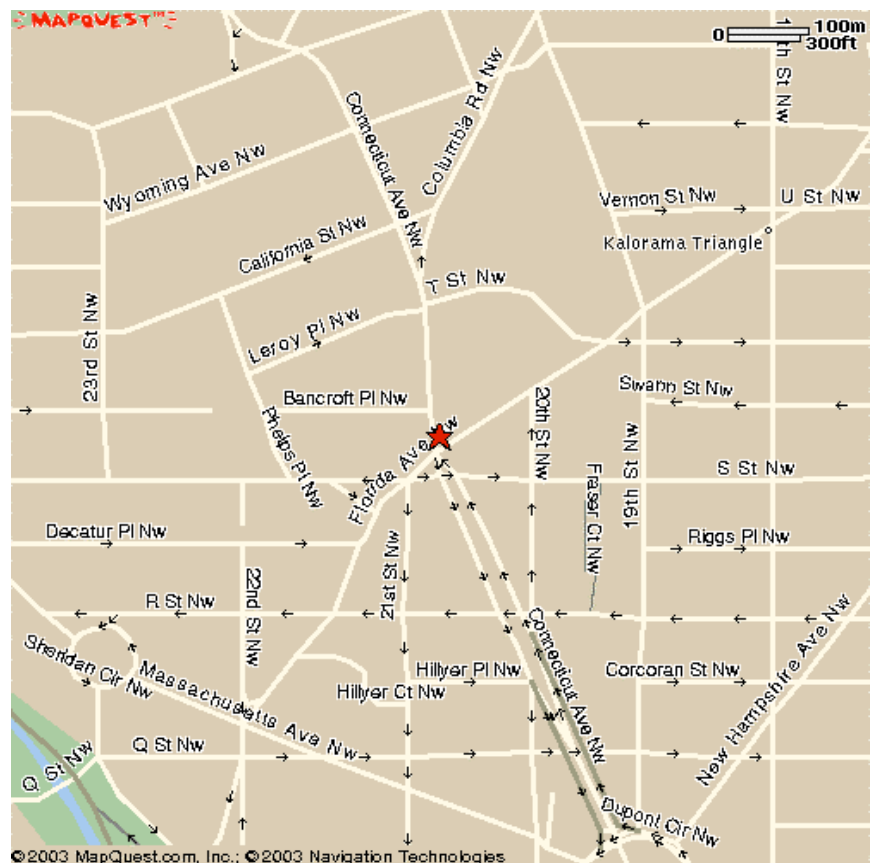
1. Take the "Q" Street exit from the Dupont Circle Metro Station.
2. Walk North on Connecticut Avenue (opposite direction of the circle) four blocks.
3. The Conference Center is located on the right hand side of Connecticut Avenue in the building "Universal South" located at 1825 Connecticut Avenue. Take the elevator to the 8th floor.

From Baltimore and Points North

1. Follow I-95 North to 495 West (Capital Beltway) towards Silver Spring.
2. Take exit 33 Connecticut Avenue Southbound.
3. Follow Connecticut Avenue.
4. Once in D.C. you will pass the National Zoo on your left.
5. Cross over the Taft Bridge.
6. Once across the bridge, drive four blocks.
7. Make a left onto T Street and a quick right onto Florida Avenue.
8. Garage parking will be on the right. Walk around to the building "Universal South" located at 1825 Connecticut Avenue. Take the elevator to the 8th floor.

From Richmond and Points South

1. Follow I-95 North to the Springfield Interchange.
2. Stay in the left lane unto 395 North.
3. Follow 395 North to exit labeled "Route 1 North: 14th Street Bridge."
4. Stay left as you cross the bridge into D.C.
5. Follow 14th Street to "R" Street.
6. Turn left onto "R" Street and follow "R" until you reach Connecticut Avenue.
7. Turn right onto Connecticut Avenue.
8. Turn right onto Florida Avenue.
9. Garage parking will be on the left. Walk around to the building "Universal South" located at 1825 Connecticut Avenue. Take the elevator to the 8th floor.



From Dulles Airport

1. Take the Dulles Access Road towards Washington D.C. to Route 66 East.
2. Cross the Theodore Roosevelt Bridge. Exit onto Constitution Avenue.
3. Follow Constitution Avenue until you reach 18th Street.
4. Turn left on 18th Street.
5. Take 18th Street to Connecticut Avenue.
6. Turn left onto Connecticut Avenue.
7. Follow Connecticut Avenue Northbound under Dupont Circle
8. Turn right onto Florida Avenue.
9. Garage parking will be on the left. Walk around to the building "Universal South" located at 1825 Connecticut Avenue. Take the elevator to the 8th floor.

From Ronald Reagan/ National Airport

1. Take airport exit to the George Washington Parkway towards Washington D.C.
2. Stay in the right lane and take the first exit onto 395 North. This will take you to the 14th Street Bridge.
3. Stay in the left lane.
4. Follow 14th Street to "R" Street.
5. Turn left onto "R" Street and follow "R" Street until you reach Connecticut Avenue.
6. Turn right onto Connecticut Ave.
7. Turn right onto Florida Ave.
8. Garage parking will be on the left. Walk around to the building "Universal South" located at 1825 Connecticut Avenue. Take the elevator to the 8th floor.