



STUDENT GUIDELINES
New York City Recruiting Day
Monday, January 9, 2017

WILLIAM & ANITA NEWMAN CONFERENCE CENTER*
Baruch College, 151 East 25th St, 7th Fl, NY, NY
<http://www.baruch.cuny.edu/conferencecenter/newman.htm>

*The conference center is on 25th Street between 3rd Avenue and Lexington Avenue.

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. Directions to the Newman Conference Center are included on the reverse side, along with parking information.
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 New York Recruiting Day is taking place in New York City.

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. **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

1. **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.
2. There will be a student waiting area available, so you may arrive at the Newman Conference Center anytime after 8:30 am on Monday, January 9. 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.
3. 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!
- **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:

William & Anita Newman Conference Center – 151 East 25th Street, 7th Floor
<https://www.baruch.cuny.edu/conferencecenter/location.htm>

By Subway:

Take the Lexington Avenue #6 IRT to either 23rd Street or 28th Street.

Both stops exit onto Park Avenue South. Walk to 25th Street and turn east onto 25th Street. The building is in the middle of the block on the north side of the street.

OR

Take the Broadway BMT - R or N trains to 23rd Street. The subway exits at the corner of Broadway and Fifth Avenue and 23rd Street. Walk east to Lexington Avenue, walk uptown to 25th Street and turn right onto 25th Street.

By Bus:

The M1 stops along Park Avenue South.

The M2, M3, M4, and M32 all run nearby on Madison and Fifth Avenues.

The M101 & M102 run along Lexington and Third Avenues.

The M23 runs cross-town on 23rd Street and stops at both Lexington Avenue and Third Avenues. Various express buses from the other boroughs stop not far from the college.

From the LaGuardia & Kennedy Airports:

Come into Manhattan via Grand Central Parkway and the Midtown Tunnel. The midtown tunnel exits around 33rd Street and 1st. Avenue. Proceed west to 2nd Avenue.

At 2nd Avenue, turn left, and go downtown to 25th Street. At 25th Street, turn right and proceed west - 1 1/2 blocks. The conference center is on 25th Street between 3rd Avenue and Lexington Avenue.

Parking Garages:

Visit the [website](#) for a list of local parking garages.

GOOD LUCK AT SLAC'S NEW YORK RECRUITING DAY!!! 😊