



## **STUDENT GUIDELINES**

### **New York City Recruiting Day**

**Friday, January 4, 2019**

American Management Association (AMA)

Executive Conference Center, 8<sup>th</sup> Floor

**1601 Broadway at 48<sup>th</sup> Street near Times Square**

**\*\*Entrance Door on 48<sup>th</sup> Street\*\***

New York, NY 10019

<http://www.amaconferencecenter.org/new-york.htm>

*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 AMA Executive 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 **Brett Woodard (719-659-7167)**. It is important that you speak or leave a message with a return phone number to Brett.

***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 (610-896-4247).**

Normally the recruiting day occurs regardless of the weather. However, if the weather is in a "state of an emergency or a blizzard", call (610-896-4247) to hear an announcement about the status of the recruiting day.

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 Brett Woodard** if you find yourself delayed on the train, plane, or automobile!

### **When you Arrive**

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#### **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 NY American Management Association – Executive Conference Center, 8<sup>th</sup> Floor any time after 8:30 am on Friday, January 4. 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

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- **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 research on employers to explore during the career fair and related job/intern openings. See SLAC’s website for [a list of employers and positions](http://slaconsortium.org/slac-programs-for-students/participating-employers/). (<http://slaconsortium.org/slac-programs-for-students/participating-employers/>)
  - ✓ 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.

The AMA has negotiated preferred rates at the following hotels based upon availability. Be sure to mention that you are an AMA conference attendee to secure your reservation and preferred rates. Reservations made after the cutoff date may be charged a higher rate. Contact the hotels below directly. *Note: that we recommend that reservations be made early, as the number of rooms at preferred rates is limited.*

#### **Belvedere Hotel**

319 West 48th Street  
New York, NY 10036  
Main (212) 245-7000  
Toll Free: 888-Hotel58

Type **AMA** in the Access/ Promo Box for special rate

[Reserve Now](#)

#### **Crowne Plaza Manhattan** (Located next to the AMA building)

1605 Broadway

New York, NY 10019  
800-243-6969  
main (212) 977-4000  
[Reserve Now](#)

**Sheraton New York Times Square Hotel**  
811 7th Avenue @53rd Street  
New York, NY, 10019  
212-581-1000  
[Reserve Now](#)

**Hampton Inn Times Square North**  
851 Eighth Avenue  
New York, NY 10019  
212-581-4100  
[Reserve Now](#)

**Novotel New York Times Square**  
226 West 52nd Street  
New York, NY 10019  
800-221-3185  
Main (212)-315-0100  
[Reserve Now](#)

## Locations & Directions:

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### DIRECTIONS

**American Management Association (located in the same building as the Crowne Plaza Hotel)** 1601 Broadway at 48th Street near Times Square. Entrance is on 48th Street.

For driving directions and maps click here <http://www.amaconferencecenters.org/new-york/directions-maps/>

### TRANSPORTATION

#### Airport Transportation:

Transportation to/from the airport is available for a fee via Super Shuttle. Upon arrival at the airport, proceed to the Ground Transportation desk located near baggage claim, the Super Shuttle agents there will assist you. For your return trip to the airport, contact Super Shuttle at least 24 hours in advance at 1-800-BLUE-VAN x3. New York taxi cabs are also available and rates can vary depending on the airport.

#### These three airports serve New York City:

**John F. Kennedy International Airport**, approximately 15 miles (estimate one hour travel time) from mid-Manhattan.





**LaGuardia Airport**, approximately 8 miles (estimate 30 minutes of travel time) from mid-Manhattan.

**Newark International Airport**, borders on the cities of Newark and Elizabeth, NJ, approximately 16 miles (estimate 45 minutes of travel time) from mid-Manhattan.

#### Parking:

There are parking garages available on 48th and 49th streets, as well as at the **Crowne Plaza**.

#### Subway:

 to 47th-50th St.-Rockefeller Center;  to 50th St. and 8th Ave;  to 50th St;  to 49th St;  to 51st St.

For additional transit directions (bus, subway) click here <http://www.hopstop.com/search>

Map



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