

SKIDMORE RECRUITMENT DAY 2020

DATE/TIME: Friday, February 28, 2020 from 12:45PM to 5PM

LOCATION: AMA Executive Conference Center
1601 Broadway, 8th Floor, New York, NY 10019

How to Get There:

- For detailed directions and parking information at the conference center, visit the [AMA Website](#).
- Be sure to leave extra time for unexpected travel delays.
- Travel and lodging will be at your own expense.

Taking the Bus from Skidmore campus:

- If you are signed up for the bus, it will depart Skidmore College from the Case Center at 7AM.
- Following the event, the bus will leave promptly at 5:30PM.
- If you are not taking the bus home, please be sure to notify Skidmore Staff, Megan Jackson or Soha Jafarzade.
- It is anticipated the bus will stop at a rest area on the way to NYC and that it will stop again on the way home. Stops will be approximately 20 mins.
- Students should arrive back to campus at approximately 10PM.
- Dinner will be provided to students taking the bus home from New York City.
- *NOTE: Skidmore College does not accept responsibility for lost or stolen items. Students are responsible for all items brought on the bus and should not leave items on the bus while at the event.*

Day of Check-in Information:

- Student Registration; upon arrival you must check in at the student registration table. This will be located on the 8th floor of the building.
 - Student registration begins at 11:30AM
 - Students that do NOT check in will be considered a no-show.
 - Interviews will begin at 12:45PM.
- All interviews will take place on the 8th floor and will last for 30 minutes for each interview.
- There will be a student lounge area for you to use between interviews.
- Five minutes prior to your scheduled interview you will sit in the “on deck” chairs associated with the employer that you are interviewing with. A CDC Staff will notify students it is their time to sit in the chairs prior to their interview times.
- Employers will come out of the waiting area and greet you at the appropriate chair.
- If you have back-to-back interviews, you will be asked to return to the “on deck” area for the next interview.
- Remember to ask for a business card and send a thank-you note afterwards.

What to Bring:

- A picture ID: student ID, driver's license, or passport (may be needed to enter building).
- A notebook or folder for taking notes and collecting business cards from your interviewers.
 - Skidmore-branded, black leather padfolios are available in the CDC (Starbuck 204) at no charge. Please pick one up prior to February 28!
- Extra copies of your resume.
 - *NOTE: This is important as there may be open interview slots available at the event, in which you can submit your resume for consideration.*
- Cash for buses/cabs and your lunch.

What to Wear:

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- Professional attire
- Avoid heavy perfume or cologne; excessive makeup and/or distracting jewelry.

Open Slots:

- If there are open interview slots during the event, you may submit your resume for consideration to fill the slot.

In Case of Emergency:

- Contact:
 - Kim Crabbe, Associate Dean of Student Affairs, Career Development at (646) 285-1359
 - Pam Fisher, Associate Director of Employer Outreach & Strategic Communications at pfisher@skidmore.edu
 - The AMA directly, (212)-586-8100 and ask to speak with Skidmore staff, you will need to notify the representative at the AMA we are holding an event on the 8th floor.