

SCHEDULE OF EVENTS FOR CANDIDATES

Search Associates Cambridge Fair • 2010

INTERN, ADMINISTRATIVE AND COUNSELING CANDIDATES

Please note special early Interview Sign Up Sessions in schedule below!

The following note has been given to all recruiters : **“OFFERS AND TIMING:** While an offer can be made by a recruiter at any time, and can be voluntarily accepted by a willing and knowledgeable candidate at any time, please do not put candidates (especially interns) under pressure to respond before they have had time to carefully consider your offer. Specifically, candidates should be given a minimum of 24 hours in which to make a decision from the time the offer is extended.

Thursday, February 4	1:00 p.m. – 5:00 p.m.	<ul style="list-style-type: none"> Register with Search Associates in the Attucks Room. (INTERNS MUST REGISTER BY 3:30 p.m.) Review latest information on vacancies, salaries, benefits, etc. Computers with high speed connection and wireless access are available in both candidate lounges – Paine and Salomon Rooms. (Bring laptops if possible).
	4:00 p.m. – 5:00 p.m.	<ul style="list-style-type: none"> Special early interview sign up session for Administrative and Counselor positions only. (Ballroom)
	4:00 p.m. – 5:00 p.m.	<ul style="list-style-type: none"> Mandatory Intern Orientation (Cambridge)
	5:15 p.m. – 6:00 p.m.	<ul style="list-style-type: none"> Special early interview sign up session for intern candidates only. (Ballroom)
	6:15 p.m. – 7:15 p.m.	<ul style="list-style-type: none"> Full orientation for ALL candidates (Ballroom)
Friday, February 5	7:00 a.m. – 8:00 a.m.	<ul style="list-style-type: none"> Browse and check final vacancy listings on the scrolls on the Ballroom walls.
	8:00 a.m. – 10:00 a.m.	<ul style="list-style-type: none"> First interview sign up session for ALL candidates. (Ballroom)
	10:15 a.m. – Noon	<ul style="list-style-type: none"> Second interview sign up session for ALL candidates. (Ballroom)
	12:00 p.m. – 6:00 p.m.	<ul style="list-style-type: none"> Candidate/ recruiter interviews.
	12:00 p.m. – 6:00 p.m.	<ul style="list-style-type: none"> 25 minute school presentations. Please see schedule in your packet for room assignments.
	6:30 p.m.	<ul style="list-style-type: none"> Evening Reception for recruiters & candidates begins. (Ballroom). Graciously sponsored by Clements International.
Saturday, February 6	8:00 a.m. – 6:00 p.m.	<ul style="list-style-type: none"> Interviews and school presentations continue. See your Associate before final departure!
	1:00 p.m. - 2:00 p.m.	<ul style="list-style-type: none"> Optional THIRD sign up session for all Candidates. (Ballroom)
Sunday, February 7	8:00 a.m.	<ul style="list-style-type: none"> Interviews continue as needed. See your Associate before final departure!

CANDIDATE LOUNGE: Candidate lounge areas will be in both the Paine and Salomon rooms, and will be available from Thursday morning through Sunday afternoon (we will lock the doors in the evening for security purposes)

CANDIDATE MAIL BOXES: Individual files for each candidate will be available in the Thomas Paine candidate lounge where recruiters may place messages FOR candidates. Please check your mail boxes regularly.

SCHOOL MAIL BOXES: Each school will have a file located in an area near the elevator in which candidates may place messages FOR recruiters.