

SCHEDULE OF EVENTS FOR RECRUITERS

Search Associates Cambridge Fair • February 4-7, 2010

Thursday, February 4	Noon – 6:00 p.m.	<ul style="list-style-type: none"> Register in the Crispus Attucks Room. Relax and recover in the recruiter lounges (Dawes & Pitcher) – High speed internet connection will be available. <i>Please make sure you hand in your vacancy scrolls for the FRIDAY sign up sessions BEFORE 5pm on Thursday.</i>
<i>Please make sure you hand in your vacancy scrolls for the <u>Early Sign Up sessions</u> before 3:00pm on Thursday.</i>	4:00 p.m. – 5:00 p.m.	<ul style="list-style-type: none"> Special early interview sign up session for administrative and counselor candidates only. (Ballroom)
	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)
	7:00 p.m. – 7:30 p.m.	<ul style="list-style-type: none"> Orientation Meeting for Recruiters new to Search Associates. All recruiters welcome to attend. (Cambridge Room)
	7:30 p.m.	<ul style="list-style-type: none"> Welcome Reception for all recruiters. (Charles View Ballroom) Graciously sponsored by John and Marie Randolph.
Friday, February 5	8:00 a.m. – 10:00 a.m.	<ul style="list-style-type: none"> First sign up session for ALL candidates. (Full Ballroom)
	10:15 a.m. – Noon	<ul style="list-style-type: none"> Second sign up session for ALL candidates. (Full 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 packet.
	6:30 p.m.	<ul style="list-style-type: none"> Evening Reception for recruiters & candidates. (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.
	1:00 p.m. – 2:00 p.m.	<ul style="list-style-type: none"> Third sign up session for ALL candidates. (Full Ballroom)
	6:30 p.m. – 8:30 p.m.	<ul style="list-style-type: none"> Reception for recruiters only. (Empress) Graciously sponsored by TIE and Forrest Broman.
Sunday, February 7	8:00 a.m.	<ul style="list-style-type: none"> Interviews continue as needed. Please complete and return forms to Search Office. Thanks!

SCHOOL MATERIALS: The Candidate Lounge (Paine) will be available for candidates Thursday a.m. – Sunday p.m. A table will be available inside the room for display of school materials.

CANDIDATE FILES: Individual files for each candidate will be available in the Candidate Lounge where recruiters may place messages FOR candidates.

SCHOOL FILES: Each school will have a file located in an area near the elevator in which candidates may place messages FOR recruiters. Please check these as frequently as possible. Thank you!

GUIDELINES AND TIMING FOR OFFERS

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 has been extended. Thank you.