



FLORIDA STATE UNIVERSITY

COLLEGE OF BUSINESS

Department of Risk Management/Insurance, Real Estate & Legal Studies
Dr. William T. Hold/The National Alliance Program in Risk Management & Insurance

REGISTRATION OPEN: Insurance Days, Fall 2019 – October 15-16, 2019

The Dr. William T. Hold/The National Alliance Program in Risk Management & Insurance is pleased to invite you to participate in our fall semester Insurance Days. Registration fees are designed to cover event costs; any excess funds from Insurance Days help fund student professional development activities throughout the year.

The Fall 2019 Insurance Days kicks off with the traditional Career Fair and Reception on Tuesday evening, October 15th at the Donald L. Tucker Civic Center, located on campus at 505 W. Pensacola Street. Student interviews will take place all day on Wednesday October 16th at FSU's Dunlap Career Center located at 100 S Woodward Avenue. Interviews will be for summer internships and/or full-time permanent positions.

REGISTRATION OPTIONS:

Full Registration - \$ 400.00* Includes:

- 1 Table at the Career Fair (October 15th)
- 1 Interview Room at FSU Career Center (October 16th)
- Recruiter Lunch and Networking Reception for 2 company representatives (October 15th)

Career Fair & Reception Only: - \$250.00* Includes:

- 1 Table at the Career Fair (October 15th)
- Recruiter Lunch and Networking Reception for 2 company representatives (October 15th)

Additional Attendees: \$100 per company representative (up to a total of two additional representatives or 4 representatives total). For more than four company representatives, two full registrations will be required.

**After September 8th, a late registration fee of \$100 will be charged in addition to the above fees.*

Registration Link: <https://www.eventbrite.com/e/2019-fall-insurance-days-tickets-59855273735>

FALL INSURANCE DAYS SPONSORSHIP OPPORTUNITIES:

- Platinum Level Sponsorship: \$3,000.00
- Gold Level Sponsorship: \$2,000.00
- Silver Level Sponsorship: \$1,000.00

Sponsors will receive additional signage at the career fair, digital signage for one month prior to the career fair in the College of Business, and website recognition. If you are interested in sponsorships for these events, please contact Dr. Chuck Nyce at cnyce@business.fsu.edu.

PARKING

Parking for the Career Fair and Networking Reception on Wednesday is available at the Tucker Civic Center. <https://www.tuckerciviccenter.com/> Parking information for interviews will be provided separately.

Questions? Please contact the RMI department by phone at 850-644-4070.



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IMPORTANT STEP: REGISTER WITH FSU's CAREER CENTER

In order to interview during Insurance Days, you **MUST** request an On-Campus Interview in Handshake – this is separate from your event registration. Below breaks down the process for requesting the interviews in Handshake and the different deadlines for you and the students. Please complete this as soon as possible to allow students enough time to sign up.

NOTE: Interview space is limited at the Career Center, which may inhibit our ability to fulfill all requests for on-campus interviews. We will maintain a waiting list in the event of cancellations.

On-Campus Interview Schedule

- 1) In [Handshake](#), click on “**+Request an Interview**” located on the homepage (this link will also work if organizations need to first create a Handshake Account)
- 2) **Basics Page:**
 - Select Florida State University as the school and choose your contact(s)
 - Type Schedule Name: Insurance Days
- 3) **Timeline Page:**
 - Select the interview dates (October 16th)
 - Timeline: Select **Insurance Days – Open Schedules**
 - Slot Template: Select **Fall Insurance Days – October 16th**

*If you select something outside of Insurance Days for the above, it will automatically be modified in the approval process as all employers participating will be on the same format.
**All employers will immediately be granted 1 room. If you request additional rooms those will go onto a waitlist. Depending on availability, companies receiving additional rooms will be notified in the beginning of October.
- 4) **Jobs Page:**
 - You **MUST** add at least one job to the schedule in order for students to be able to apply. You are able to add additional jobs at a later time.
- 5) **Review and submit request.** Once your schedule is confirmed, you will receive a confirmation email – during the application process you can review your schedule to see student applications.
- 6) **Once approved, students who meet ALL of your criteria will begin to sign up for Interviews on September 16th.** Students who do not meet your criteria will still be able to submit their resumes for your consideration – you are able to go into Handshake to approve them to sign up for slots if you desire.
- 7) The signup window for students is **September 16th to September 27th**. We will have a printed copy of your schedule with student resumes for you at the networking event on October 15th.
 - If you still have open slots in your schedule, you are able to fill those slots with students you meet at the fair and networking reception.
- 8) **If you want to fully receive all of the benefits recruiting through Handshake can give your organization, please review any of the helpful how-to articles found on the support website at:**
<https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>.