



# Employer Information Session Guidelines

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## Standard Services

1. There is no fee for hosting an information session through Natural Sciences Career Services.
2. Information Sessions are limited to 4 per night, first come, first serve.
3. 5:30-6:30pm (2 info sessions) and 7:00-8:00pm (2 info sessions).
4. Make an event request using your [Handshake](#) account, or contact the Recruiting Manager at [cnsrecruit@austin.utexas.edu](mailto:cnsrecruit@austin.utexas.edu) to request your date and time.
5. Once your room is scheduled, we will send you a confirmation e-mail with the details.
6. Our office will advertise it on our college's website, [Handshake](#), our Facebook page, Twitter feed, and in our newsletter leading up to your event.
7. We recommend that you make arrangements to provide food and beverages at your event. Please see catering information below.
8. Information Sessions are held Monday-Thursday in the evenings.

## Company Nights with Student Groups

Some of the student organizations in Natural Sciences accommodate 'company nights' for a fee. Please feel free to reach out to the student organizations directly. For a complete list of Natural Sciences student organizations, please go to <https://cns.utexas.edu/student-life-organizations>.

## Multimedia Facilities

We will have a key available to you for use of the multimedia consoles if you have booked an information session through our college. ***In your information session confirmation, it will give you directions on how to pick up a media console key to use the media console system. A key will be in an envelope, taped to the door of the Natural Sciences Career Services Office in Painter Hall 5.03 on the day of your event.*** The code for the console is located on the key. This key must be returned to the Natural Sciences Career Services; please place it in the envelope provided and slide it under the office door. If you have interview schedules arranged through our office the following day, you may return the key to a staff member in the morning.

Our supply of keys is limited, and thus we appreciate your prompt returning of the key. If you have any questions, please speak with a Natural Sciences Career Services Office staff member.

## Catering

You can arrange for catering to be delivered to your information session by contacting any local vendor. Make sure to request utensils and other necessary items, as they may only be provided upon request.