



Employer - Frequently Asked Questions

Registration

You will be provided a final headcount after the Career Fair registration is closed for both employer registration and applicant registration.

Interview Selection and Matching

You will be able to pre-select your interviews from our applicant resume bank. The Empire State Legal Diversity Career Fair will match applicants and interviews based on your selections and needs.

You will receive resume materials and the number of interviews you can select by a due date. You will receive materials for job applicants who selected your firm as a preferred employer for them, as well as a second packet with all job applicant resumes. We will provide a deadline to submit your employer selections to Lisa Patterson, lpatter@buffalo.edu. **If your firm fails to submit a list of interviews 100% of your interview will be determined by lottery.**

Ad Book Information

Your firm name will be listed based on sponsorship level and alphabetically in the ad book. You may purchase an ad in the ad book if you would like to share more about your firm or a message from your firm. Please see the attached Ad Specification Sheet for details.

Logistics of the day (The career fair will run from 8a-4p)

7:15am-8am:

- Employer set-up

8a-9a:

- 3-minute welcome messages from selected speakers.
- Open tabling allowing applicants to drop off resumes.
- Light breakfast available.

9a-12p

- First round of pre-assigned times table-side interviews.
- You can bring multiple staff members to continue tabling with unassigned job applicants.

12-1p

- Lunch available.
- Informal mixing period. It is up to you and your firm if you want to have the table occupied and open.

1p-4p

- Final round of pre-assigned timed table-side interviews.
- You can bring multiple staff members to continue tabling with unassigned job applicants.

Interview Selection

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The Interview Process

The timed interviews will be about 15-20 minutes, we will allot some time for candidates to move between interviews. There will be announcements advising when the period begins and ends. If we have a full interview schedule for your organization, you will have roughly 20 interviews. You can bring multiple staff members to continue tabling with unassigned job applicants to multiply your firm's contact with job applicants.

Table information

You will have a 6-foot table and 3 chairs; one will be for job applicants during interviews. Please consider bringing a statement about your hiring needs and practices. You may want written materials about your organization and may want to consider providing your applicants with an

information packet. You will have an 8"x5" "Interview in Progress," and a table tent with your firm's name. You are encouraged to bring a tablecloth, and any signage for your organization which you may want to post at your booth.