

BYU MARRIOTT
SCHOOL OF BUSINESS

EMPLOYER EVENTS GUIDE



TABLING EVENTS

→ Time

9 AM - 3 PM

→ Purpose

Promote jobs, upcoming information sessions, & brand recognition

→ Best Time to Host

Day of information session

→ Location

Atrium of Tanner Building

→ Best Practices

Provide treats/Company swag and flyers



INFORMATION SESSION

IN-PERSON OR VIRTUAL

→ Time

60-minute sessions
at 4, 5, or 6 PM

→ Purpose

Showcase company
overview and brand,
culture, job
expectations, recruiting
process, and desired
candidate skills

→ Best Time to Host

Host in the evening;
avoid Fridays and
Monday nights for
better attendance

→ Location

- Classroom
(70-person capacity)
- Hosting Room
(120-person capacity)

→ Best Practices

Reserve 15 minutes for Q&A and consider offering
refreshments or swag



INTERVIEWS

IN-PERSON OR VIRTUAL



→ **Time**

8 AM - 5 PM

→ **Location**

Interview Rooms
(4-person capacity)

→ **Best Time to Host**

1-2 weeks after an
info session, allowing
time for application

→ **Purpose**

Interview candidates
for jobs posted on
Handshake

OFFICE HOURS

IN-PERSON OR VIRTUAL

→ **Time**

9 AM - 3PM

→ **Purpose**

Promote a Handshake job and host informal 1:1 chats

→ **Best Time to Host**

Host the day after your info session to engage students with questions

→ **Location**

Interview Rooms or Conference rooms (4-12 person capacity)

→ **Best Practices**

Offer office hours for drop-ins between classes



CAMPUS CAREER FAIR

→ Time & Location

Hosted throughout the year at various campus locations, with main fairs in September–October and additional fairs in January–February

→ Best Time to Host

Check with your Client Specialist, who we assign to you, for upcoming career fair dates

→ Purpose

Employers provide students with information about job opportunities



CASE COMPETITION

→ Time

A few hours total,
held in one day or
across multiple days
with a kickoff event

→ Location

- Classroom
(70-person capacity)
- Hosting Room
(120-person capacity)

→ Best Time to Host

Evenings after classes

→ Purpose

Students solve a
business case
individually or in teams,
judged by a panel

→ Best Practice

Provide prizes or rewards to motivate participation and
recognize top teams



STUDENT ASSOCIATION EVENT

→ Time

7 PM - 9 PM

→ Location

- Classroom (70-person capacity)
- Hosting Room (120-person capacity)

→ Best Time to Host

Evenings after classes; avoid Monday (after 7 p.m.) and Fridays

→ Purpose

Partner with a Student Association to target relevant candidates

