Student Job Fair Hiring Process  
23 November 2002

All students participating in the Student Job Fair should report to the FANX 1 Welcome Center by no later than 0730 on 23 November. * All interviewers/hiring managers conducting interviews with the students should report to the FANX 1 Welcome Center by no later than 0830 on 23 November. * Upon arrival, managers will be provided with a copy of their respective individual schedules for the day and relevant hiring documents. Students will receive a security briefing and be provided relevant recruitment documents. A MB representative will direct managers to the offices where they will be conducting their interviews. Students will stay in the Welcome Center for their security briefing and wait there until a hiring manager calls them for their interview.

Process for Interviewing and Extending Offers

1) Managers will be provided a folder for each of the students they will be interviewing. The folder will include the following documents: Hiring Manager’s Review form (reference attachment) and a copy of the student’s resume. In addition each manager will be provided a Priority List for Extending Final Offers document (reference attachment).

2) Hiring managers/interviewers will go to the reception area to meet the students they will be interviewing. The manager will take the student back to the interview room and conduct the interview.

3) Upon completion of the interview, the manager will ask the student to return to the reception area. Once the student has left the room, the manager will complete the “Hiring Manager’s Review Form.” Note: You must indicate on the form whether you would like MB2 to extend a final job offer to the student. Since the students may be interviewing with other managers, you may want to select more than one student to whom you would like to extend a final offer. The Hiring Manager’s Review Form should be kept in the folder you have for each of the students.

4) Follow steps 2 – 3 for each student you interview.

5) At the end of the day you will return the student folders with the completed Hiring Manager’s Review Forms to the receptionist in the Welcome Center. If you have asked us to extend more final offers than you have been authorized to hire, you must complete the “Priority List for Extending Final Offers” document to indicate the priority of the offers. We will extend the offers in the order you indicate on the list so if your first priority has accepted another job, we will go to your second priority, etc. until we reach the total number of your authorized hires.

6) Students will be required to complete the Student’s Job Preference Form (attached) and return it to the receptionist in the Welcome Center at the end of the day.

7) On Monday, MB2 will go through all the Hiring Manager’s Review Forms, Priority Lists for Extending Final Offers, and the Student’s Job Preference Forms to determine matches. MB2 will contact the students who have been selected, extend final offers, and forward Enter on Duty packages to the students. Once the students have been notified, the hiring managers will be contacted to let them know whether their particular offers were accepted/declined.
8) MB2 will prepare a Student Job Fair summary report for distribution to all relevant personnel.

(Note: MB2 will continue to work with Agency senior management to try to place all the students who do not have final job offers.)

* Phone interviews will be conducted by the hiring manager/interviewer during the designated times from FANX 1 or prior to the interview fair. For phone interviews, the Hiring Manager’s Review and Priority List for Extending Final Offer forms will need to be returned to MB2 by no later than 0800 on Monday, 25 November. Students who are interviewed by phone must also provide their Student’s Job Preference Form to MB2 no later than 0800 on 25 November.