

Carnegie Mellon University has developed the following guidelines to promote an equitable and fair recruiting experience on behalf of our employers as well as our students. It is our expectation that employers who request virtual information sessions/events and on-campus information sessions/events, become familiar with the following policies as well as reference these policies throughout the year.

FALL INFORMATION SESSIONS

VIRTUAL REQUESTS

9/7/21 – 11/18/21, Mondays – Thursdays, 5:00 p.m. – 7:00 p.m.

Information Session requests must be placed into Handshake for review at least 2 weeks prior to the event date.

- Event requests will be reviewed daily using the following criteria for approval
 - during the aforementioned dates and times as long as the request does not fall on a campus hosted event (see our [Calendar of Events](#))
 - are at least 2 weeks prior to the requested date
 - are 30 minutes to one hour long (consideration will be given to 1 ½ - 2 hour requests depending upon the total number of requests that evening)
 - is a company presentation/informational session
 - event invites for CMU ONLY will take precedence over multiple school event invites
 - multiple school invite event requests will be approved 1 week before the event date
 - approval for multiple school invite events will go to our [Career Partners](#)
 - approved on a first come, first served basis
 - multiple event requests in a one-week time frame will be reviewed for consideration upon discretion of the Employer Relations Team to allow a variety of industry opportunities for the student to choose from. Approval is not guaranteed.
- Event requests will be declined for the following reasons
 - are longer than 1 hour
 - we have already reached our maximum of 8 events/night for the requested date
 - consists of range dates i.e., 9/15 – 9/22
 - conflicts with a campus event (see our [Calendar of Events](#))
 - conflicts with a like industry who have already been approved
 - multiple event requests in a one-week time frame will be reviewed for consideration upon discretion of the Employer Relations Team to allow a variety of industry opportunities for the student to choose from. Approval is not guaranteed.
 - is a career fair – CMU hosts many of our own career fairs, see our [Calendar of Events](#)
 - marketing products and graduate schools promoting their programs are not permitted
 - does not provide CMU students opportunities pertaining to our [Majors & Programs](#)

FALL INFORMATION SESSIONS

ON-CAMPUS REQUESTS

9/7/21 – 11/18/21, Mondays – Thursdays, 5:00 p.m. – 7:00 p.m.

MUST BE SUBMITTED IN HANDSHAKE AT LEAST 2 WEEKS PRIOR TO THE EVENT DATE

- Event requests will be reviewed daily using the following criteria and approved upon room reservation confirmation from our Conference and Event Services Department
 - during the aforementioned dates and times as long as the request does not fall on a campus hosted event (see our [Calendar of Events](#))
 - are at least 2 weeks prior to the requested date
 - are 30 minutes to one hour long (consideration will be given to 1 ½ - 2 hour requests depending upon the total number of requests that evening and room availability)
 - is a company presentation/informational session
 - approved on a first come, first served basis upon room reservation availability
- Event requests will be declined for the following reasons
 - is longer than 1 hour
 - we have already reached our maximum of 8 events/night for the requested date
 - consists of range dates i.e., 9/15 – 9/22
 - conflicts with a campus event (see our [Calendar of Events](#))
 - conflicts with a like industry who have already been approved
 - multiple event requests in a one-week time frame will be reviewed for consideration upon discretion of the Employer Relations Team to allow a variety of industry opportunities for the student to choose from. Approval is not guaranteed.
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5000 Forbes Avenue Pittsburgh, PA 15213

CPDC Interview Center Cohan University Center – Lower Level

Office Hours: Monday-Friday 8:30am-5:00pm | (412) 268-2064 | <http://www.cmu.edu/careers/>

Info Session Request Guidelines

Carnegie Mellon University
Career & Professional
Development Center

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