

What to Bring Suggestions for Employers

- Position Advertisement
- Position Job Description
- Schedule of Interviews (2 copies – one for the Placement Center)
- Candidate Interview Questions
- Institutional Paraphernalia
- Give Aways for Successful Candidates
- Institutional Notepads
- Professional Attire and Accessories
- Pens
- Mints
- Paperclips
- Organizing system (file folders, etc.)
- Mini stapler
- Copies of previous correspondence with candidates
- Post it notes/flags