



Selective  
Liberal Arts  
Consortium

**Chicago Recruiting  
Day STUDENT  
GUIDELINES**

*December 2, 2011*  
**AMA Executive  
Conference Center**  
8655 WEST HIGGINS ROAD  
CHICAGO, IL 60631  
773-693-5511

*Please honor the commitment you made by accepting your interview(s) at the Recruiting Day. If there is any question as to your ability to attend, you are obligated to contact your career center office as soon as possible.*

### Getting There

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1. Parking information and directions to the AMA Executive Conference Center are included on pages 3 and 4.
2. If a travel or other **EMERGENCY** arises...

**Prior to the day of the event**, contact The Colorado College Career Center at 719-389-6893 during normal business hours. If you are not able to reach anyone at Colorado College, you may leave a message with Amy Feifer at Haverford College at 610-896-1181.

**On the day of the event**, you should call Geoff Falen, the Director of the Colorado College Career Center, at 610-324-9440. If you cannot reach him, call the AMA Conference Center at 773-693-5511 and ask to speak to a representative from the "Selective Liberal Arts Consortium". **It is important that you speak to a SLAC person—DO NOT leave a message.**

***NOTE: If you have an emergency and you do not call and you miss your morning interviews, you will be considered a No-Show. All of your interviews will be offered to other candidates, even if you show up later in the day.***

**SLAC's Weather Emergency Announcement Line is 717-245-1137.**

Normally the recruiting day occurs regardless of the weather. However, if the weather is in a "state of an emergency or a blizzard", call 717-245-1137 to hear an announcement about the status of the recruiting day. This is an announcement line only - you may not leave a message.

3. **Transportation:** Allow plenty of time for travel; your promptness is vital to the success of the Recruiting Day. Keep in mind there are often major delays getting into the city

and finding parking, etc. CALL SLAC if you find yourself delayed on the train, plane, or automobile!

## When You Arrive

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4. **YOU MUST REPORT TO THE STUDENT REGISTRATION AREA AT LEAST HALF AN HOUR BEFORE YOUR FIRST SCHEDULED INTERVIEW IN THE MORNING, AND ALSO HALF HOUR BEFORE YOUR FIRST INTERVIEW IN THE AFTERNOON, OR YOUR INTERVIEW SLOT WILL BE GIVEN TO AN ALTERNATE.** You will check in for all of your morning interviews at one time; you will then need to check in for your afternoon interviews at one time.
5. There will be a student waiting area available, so you may arrive at the AMA Conference Center anytime after 8:30 am on Friday, December 2nd. Students who are “on-deck” (the next person to be interviewed) will wait in a designated area. **Twenty (20) minutes** before each interview, you will take a seat in the “on-deck” area to wait to be called by the employer.

## Preparing For Your Interview

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- **Meals:** Please make your own arrangements. A list of local restaurants/delis will be provided at the Recruiting Day when you check in.
- **Attire:** Dress is business attire. Suits are appropriate for both men and women.
- **Interview Tips:**
  - Research the organizations with whom you will be interviewing.
  - Assess your interviewing skills.
  - Be familiar with YOUR skills, strengths, and examples of your achievements.
  - Schedule a practice interview prior to your SLAC interviews.
  - Bring a firm handshake and be prepared for popular “Tell me about yourself.”
- **What to Bring:**
  - ✓ Your list of scheduled interviews and times.
  - ✓ Your list of the employers and copies of the job descriptions you would like to pursue should openings occur during the day.
  - ✓ Bring 15-20 extra copies of your resume as well as writing samples and/or transcripts as instructed by each employer. You will submit these for openings for extra interviews.
  - ✓ Bring cash for travel, parking, food, and other incidentals.
- **ACCOMMODATIONS:** If you need accommodations, there are several hotels in close proximity to the event. In addition to the Marriott O’hare hotel, the Springhill Suites, Hotel Sofitel and Holiday Inn are also in close proximity to the AMA Executive Conference Center. See the map below for more details.

## Directions and Maps

*Chicago Executive Conference Center  
8655 West Higgins Road  
Chicago, IL 60631*

The following can be used as a guide for your visit to the AMA Executive Conference Center Chicago. If you should have any further questions, please do not hesitate to call our **Customer Service Department at 877-566-9441 or in Chicago at 773-693-5511.**

### DIRECTIONS

**From O'Hare International Airport:** Complimentary Marriott O'Hare Hotel shuttle service is available every 20 minutes from the bus/shuttle center located between the Hilton Hotel and parking garage to each hotel. Chicago's rapid transit subway system offers direct service from the airport to downtown Chicago. By taxi, the trip takes about 20 minutes.

#### **From Downtown Chicago:**

Take 90 West towards O'Hare Airport. Before O'Hare Airport, exit at Cumberland North (exit after Canfield Road). After exiting, turn left. At this point you will be heading west on Higgins Road for 1 block. AMA Executive Conference Center is on the left, the driveway directly after the Marriott O'Hare Hotel entrance.

#### **From Tri-State 294**

Exit onto 90 East to Chicago, the Kennedy Expressway. From the Kennedy Expressway exit at Cumberland North, turning right as you are exiting. Turn left at the first stop light after the Cumberland North exit; this will be Higgins Road. AMA Executive Conference Center is on the left, the driveway directly after the Marriott O'Hare Hotel entrance.



**For additional driving directions and maps: [maps.google.com](https://maps.google.com).**

#### **Parking:**

Free daytime parking is available at the Marriott Hotel parking lot. Daily parking tickets will be validated at the Customer Service Desk.

### TRANSPORTATION

#### **Airport Transportation:**

O'Hare International Airport (773-686-2200) is conveniently located 10 minutes from the AMA Chicago Center. There is a shuttle available from the airport to the adjacent Marriott O'Hare Hotel. Taxi service from the airport to the Center will cost approximately \$12 to \$14.

Midway Airport (773-767-0500) also services the Chicago area. Midway is 30 to 40 minutes from the Center. The taxi fare is approximately \$25 to \$30. Omega shuttle service provides bus service between airports for \$17 one way.

## Public Transportation:

**Bus:** Take the Blue Line to O'Hare Airport, but before you get to O'Hare, exit at the Cumberland stop. At the top of the Blue Line station, walk to the right, and you will see the Marriott O'Hare Hotel. AMA Executive Conference Center is the two-story building, just past the Marriott O'Hare Hotel.

**Train:** Take the Metra Union Pacific Northwest Line that stops in Park Ridge (from Downtown Chicago area). The AMA Executive Conference Center is a short cab ride from the station (approximately \$10.00).

## MAP

