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Consortium

## *STUDENT GUIDELINES*

### **New York City Recruiting Day** *Thursday, January 5, 2012*

American Management Association (AMA)  
1601 Broadway, NY, NY

**(212) 903-8060**

1. Directions to the American Management Association (AMA) are included on the reverse side, along with hotel and parking information.
2. **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.  
  
**When you check in the first time, please give the Student Registration Desk YOUR CELL PHONE NUMBER** in case we need to reach you during the day
3. There will be a waiting area available, so you may arrive at the AMA anytime after 8:30 am on January 5, 2012. 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.
4. If a travel or other **EMERGENCY** arises...
  - a. **On the day of the event**, you should call and ask to speak with Debi Swarner at **(212) 903-8507**. If this line is busy, please call the AMA customer service number at (212) 903-8060 and ask to be transferred to the 8507 number. It is important that you speak to a person and not just leave a message. **If you have an emergency, and you do not call and miss your first scheduled interview of the day, you will be considered a No-Show; ALL your interviews will be offered to other candidates, even if you show up later in the day.**
  - b. **Prior to the day of the event** (prior to January 5) contact Kenyon College Career Center at 740-936-7487. If you are not able to reach anyone at Kenyon, you should call your Career Office and may also leave a message with Amy Feifer at Haverford College, (610) 896-1181.
  - c. **SLAC’s Weather Emergency Announcement Line is (717) 245-1137.** Normally the recruiting day occurs regardless of the weather. However, if the weather is extremely bad (state of an emergency or a blizzard), you can 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.
5. 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 campus Career Center as soon as possible.
  - **Meals:** Please make your own arrangements. Expect that it will cost at least \$12.00 per meal. There are many restaurants in the area surrounding the American Management Association (AMA).
  - **Attire:** Dress is typically business professional attire. Suits are appropriate for both men and women.
  - **Interview Tips:** Be sure to brush up on your interviewing skills. Also check with your career office to schedule a practice interview prior to your SLAC interviews. Research the organizations with whom you will be interviewing.
  - **What to Bring:** Bring 15-20 extra copies of your resume as well as writing samples and/or transcripts as instructed by each employer. You may need them to submit for extra interviews. Bring extra cash for travel and food incidentals. Bring your smile and a firm handshake!

- **Transportation:** Public transportation (taxi service, airport shuttle, bus, train, or subways) are advised since parking will be expensive and difficult to find. See below for directions. **Allow plenty of time for travel; your promptness is vital to the success of the Recruiting Day. Keep in mind that there may be major delays getting into the city.**
- **Accommodations:**  
There are multiple hotels in close proximity to the AMA. These are listed below. Also visit [www.nycvisit.com](http://www.nycvisit.com) for hotel information.

GOOD LUCK AT SLAC'S NEW YORK RECRUITING DAY!!! ☺

American Management Association (AMA)  
is on Broadway and 48th St. near Times Square  
Entrance is on 48th Street

(The AMA is located in the same building as the Crowne Plaza Hotel.)

[http://www.amanet.org/exec\\_conf\\_cntr/new\\_york/ny\\_intro.htm](http://www.amanet.org/exec_conf_cntr/new_york/ny_intro.htm)

**Directions:**

**Subway:** N, R and exit at the 49th Street Station exit or take the 1, 9 and exit at 50th Street Station

**B u s :** From Uptown: M-104, M-7, M-10 exit at 50th Street and Broadway.  
From Downtown: M-10, M-104 exit at 49th and 8th. M-5, M-7, M-6 exit at 49th and 6th.

**Hotels:** **Sheraton New York Hotel and Towers** (mention AMA for discount)  
Seventh Ave. at 52nd St.  
(800) 325-3535 or (212) 581-1000

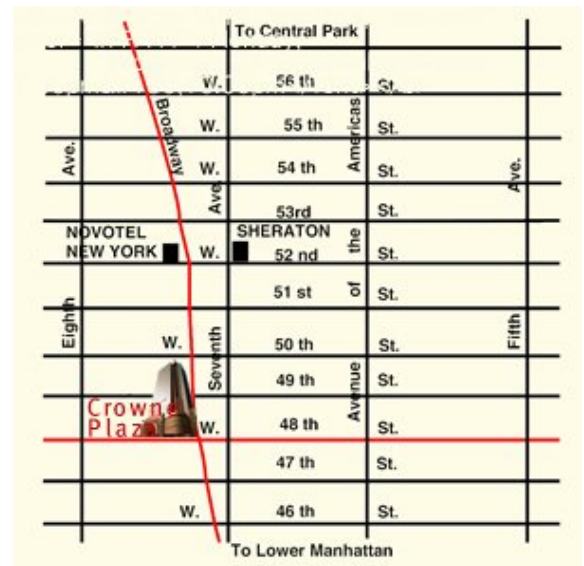
**Hampton Inn Times Square North** (mention AMA for discount)  
851 Eighth Avenue  
New York, NY 10019  
(212) 581-4100

**Millennium Broadway** (mention AMA for discount)  
145 West 44th Street  
New York, NY 10036  
(212) 768-4400

**Renaissance NY Times Square** (mention AMA)  
Two Times Square  
714 Seventh Avenue @ W. 48th Street  
New York, NY 10036  
(212) 765-7676

**Best Western President Hotel**  
234 W 48th Street (across the street from AMA)  
(212) 246-8800

**Crowne Plaza Manhattan**  
Broadway at 48th St.  
(800) 243-6969 or (212) 977-4000



**Parking:** Parking is available at the Crowne Plaza and at the Sheraton New York hotels. Please call the hotels directly for rate information. A recent check indicated parking for regular cars was about \$49/day by valet.