

**HOW THE PROGRAM WORKS:**

1) After we receive the employer information, we will send information, including a master list of employers and a blank student preference sheet to each registered school’s Career Services Office. We will send one copy for each registered student as well as one office copy.

2) Students may preference up to 35 employers. They will then send their preference sheet, unavailable times sheet and one resume for each employer preferred plus 3 extras for office use (maximum total 38 resumes) to LOYOLA CHICAGO.

3) We then distribute the resumes to the employers, who pre-screen them and choose enough students to fill their schedule(s), plus alternates.

4) The computer calculates the schedules based solely upon employer choices and student availability; student interview schedules and any information on late registering employers are then sent to students.

5) When students cancel, we email alternates to fill the schedules.

6) Registration at the program is **7:30 - 8:30 a.m. each day.** It is **MANDATORY.** Alternates are then announced to replace the no-shows. Students **MUST** be present to receive a new interview.

7) Students and employers are invited to a reception on Friday evening at the Chicago Marriott Suites O’Hare from 5:30 to 7:00 p.m.