

Hello, and thank you so much for your cooperation in this year's Career Fair & Mock Interview Event at Bay College on **Tuesday, April 10**. Please read the following information regarding your participation:

- Please arrive at Bay College-West Campus by **8 a.m.** if you are interviewing in the morning or all day and **11:30 a.m.** if you are interviewing in the afternoon.
- There will be a check-in table at the main entrance to direct you.
- Upon arrival, you will be provided with a folder containing grading rubrics for interviewers, sample interview questions, an individual daily schedule, and an exit evaluation form.
- You will be receiving a packet via mail regarding your daily schedule and students' resume, cover letter, etc.
- Lunch will be provided.
- Students are instructed to dress professionally and appropriately for a job interview. This may direct your chosen attire for the day.
- All interviews will take place in Fornetti Hall where WIFI will be available for anyone who wishes to bring a portable device. Please check for the password upon arrival.
- Please use this as an opportunity to provide students with constructive criticism that will assist them in improving their interview skills for the future.

Thank you so much for your time and for your support. Your efforts are appreciated more than you know.

Sincerely,

The English Teachers from the DIISD