

Company Events Module

Article Number: 536 | Rating: Unrated | Last Updated: Jan 4, 2019 at 10:31 AM

This module is closely related to the on-campus interviewing module, as most company events are scheduled in advance of the organizations' on-campus interviews for the purpose of informing students about the company and also creating interest in the firm. GradLeaders Career Center supports two types of company events, single-company events (i.e. Presentations) and multi-company events (i.e. Networking Nights, Industry Nights, etc.) The process begins with the employer making a request via GradLeaders Career Center to conduct a company event. For single-company events, they complete a form that typically allows them to identify their preferred dates and give the school other needed information. For multi-company events, the firm is simply selecting from the available dates that are pre-established by the school administrators. The admin users can review/approve/re-schedule the requests as needed. As the events are approved (or setup manually by the admin user), certain critical data fields are completed that establish the date/time/location of the event. Frequent schools also establish an allowable signup period for students, as well as a maximum number of attendees. GradLeaders also will manage event waitlists for those events that have signups exceeding the maximum. Students can search through the various events and sign-up / withdraw prior to the established deadlines. The admin user can watch and manage the signups, communicate with the students via batch email if needed, print event sign-in sheets, and track attendance if desired.

Posted by: KB Admin - Nov 10, 2010 at 3:00 PM. This article has been viewed 4365 times.

Online URL: <http://kbint.gradleaders.com/article.php?id=536>