

INFORMATION TABLING

How to request an information table at California University of Pennsylvania

1. Log onto/create your Handshake account: <https://app.joinhandshake.com/>
2. Click **Create an Event** on your homepage or go to **Events** on the left-hand navigation bar and click **Request Event** on the top right hand corner. Fill out the basics section of the form.
3. **Host School:** Select California University of Pennsylvania.
Note: You will only be able to choose from schools at which you've been approved and those schools must be in their interview period. If California University of Pennsylvania does not appear in your drop-down list of available schools, read [How do I request access to a school?](#) to learn more about how to get approved.
4. **Type:** Select **Employer On-site**. Please note that Cal U offers two forms of on-campus recruitment: information tabling and on-campus interviewing. If you would like to interview on campus, please return to your Handshake home screen and select "Request and Interview."
5. **Name:** Record your event name using the following format: Company Name -Information Table.
6. **Invite Only:** Please leave this box unselected.
7. **Start & End Date:** Please select the date and time that best fits your schedule. Highest student traffic is typically available on Tuesdays, Wednesdays, and Thursday with peaks from 11:00 AM to 1:00 PM.
8. **Image:** Upload an image visible to Students. If an image is not uploaded, Cal U's logo will be visible.
9. **Description:** Within this section, please be sure to minimally include the position(s) for which you are recruiting, eligible majors, eligible class standing, and if the position is full-time, part-time, or an internship. In addition to this information, you may choose to add a short job description and additional qualifications, a brief description of your company, or any additional information that you believe is relevant to students interested in visiting your information table.
10. **Survey:** Please read through and answer all questions on the Survey portion of the application.
11. Click **Request Event**. From here, you will be taken to the Overview page, where you will see the status as Pending in the top right hand corner. This will remain pending until the Cal U Career & Professional Development Center has approved the event. You will also see a summary of the information you provided, including your survey responses. If you need to change any of these details, please click **Edit** in the top right-hand corner.
Note: The Career & Professional Development Center proud to offer on-campus recruitment options for employers seeking quality candidates and will work to accommodate employer needs. If you have any questions, please contact our office at 724-938-4413 or by email at careers@calu.edu.
12. After ensuring that your requested day and time is available, you will receive a Handshake notification that your event has been approved. Here you will find important information regarding your visit, including parking instructions.