



Frequently Asked Questions for Recruiters

Company Information Sessions Logistics

The day prior to the Career Fair (Tuesday, August 28th, 2012), a room will be available for Company Information Sessions. If you are interested in making a presentation, please contact the Postdoc Program Office at postdocprogram@lanl.gov indicating if you would like a time slot for 25 or 55 min. The room is equipped with a projector and screen. We will be advertising Company Information Sessions in advance of the career fair event, so please let us know if you would like to host a session.

You can bring your own laptop or send your presentation to the career committee ahead of time. Also have a backup copy on a flash drive or CD. If you are planning on showing movies and are not using your laptop, make sure you let us know so that we can check for compatibility.

Interviewing Logistics

Interview rooms will be available the day of the Career Fair (August 29th) and the following day (August 30th), and will be located next to the Main Event room. The rooms can be scheduled by contacting postdocprogram@lanl.gov. Prior to the event, we encourage employers to review the postdoc CV's provided and schedule interviews in advance of the event.

Where Should I mail all my packages?

Your displays and materials can be shipped to the following address:

LANL
Bikini Atoll Road, SM-30
Mary Anne With, MS-M719
TA-00, 199, Drop Point 00019907U
Los Alamos, NM 87545-0001

Attention: Mary Anne With, Canyon School - Rm. 157, Phone: 505-665-4061.

You should arrange for your packages to arrive no later than August 22nd 2012.

Will the Career Fair provide food for the corporate representatives?

A continental breakfast and lunch will be provided the day of the Career Fair. There will be meal options for those of you who have dietary restrictions. Please let us know in advance of the event if this is the case.

When is the set-up/take-down for the fair?

Set up will begin at 8:00 a.m. on Wednesday, August 29th 2012 and take down will be immediately following the Career Fair.

What is the Career Fair Telephone and Fax Number?

Currently we would like all correspondence directed to the Postdoctoral Program Office at career-lapa@lanl.gov. We will try to have a response to you within 24hrs.

How do I pay for the Career Fair and related fees?

Complete, print, and fax in the registration form located on the LAPA Career Fair website at:

http://www.lanl.gov/projects/pda/committee_career/careerfair_employers.shtml

You can alternatively submit the completed form by e-mail.

We accept the following credit cards: Visa and MasterCard. Please make checks payable to LANS, LLC. Wire transfers are also a payment option.

How can I sponsor the Career Fair?

Complete, save, and email the sponsorship form located on the LAPA career fair website at:

http://www.lanl.gov/projects/pda/committee_career/careerfair_employers.shtml

You can alternatively submit the completed form by e-mail

A career committee representative will respond to your submission within 24hrs.

Camera Use at Los Alamos National Laboratory

You must obtain approval to use a camera on LANL property – the Career Fair will not be located on LANL property. Please see the detailed handout on the LANL camera policy on the LAPA Career Fair website at:

http://www.lanl.gov/projects/pda/committee_career/careerfair_employers.shtml

Other questions?

Please do not hesitate to contact us by e-mailing career-lapa@lanl.gov or call 505-665-5306. A career committee representative will try to respond to your concerns within 24hrs.