



FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

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Dear Valued Career Partner:

We are especially grateful for your continued partnership and unwavering support for the career development of our students within the School of Business and Industry (SBI) here at Florida A&M University (FAMU). This Spring 2021, SBI courses will be delivered FAMFlex, which is a combination of virtual/in-person. However, all Spring 2021 engagement/recruitment activities will be delivered virtually.

To enhance each Career Partner's student touch points, we have designated weekly dates and times for you to interact with our students. As with last semester, after hour sessions cannot be scheduled.

The SBI Recruitment Season kicks off with the SBI Virtual Career Partner Showcase on Thursday, January 28, 2021 and concludes on Wednesday, March 17, 2021. To properly prepare for the Spring 2021 recruitment season, we offer you the following as you plan for potential engagement/recruitment activities with SBI. Details on how to request various student engagement sessions via SBI's Rattler's BizLink are listed below under the appropriate section.

SBI's Rattler's BizLink powered by Simplicity

Exclusively in SBI, we use Rattler's BizLink as our career management system. Each Career Partner must have an active account in Rattler's BizLink to post opportunities and to make requests to host Pre-determined sessions in SBI. *Request account setup via email to Dr. Iris Young-Clark at (iris.youngclark@famu.edu).* See Rattler's BizLink Basic Instructions for helpful user guidance.

SBI SPRING 2021 Key Dates Calendar

The SBI SPRING 2021 Key Dates Calendar in Rattler's BizLink provides all engagement opportunities for this recruitment season. It also includes all Non-Engagement/Recruitment and Blackout dates. Please carefully review of all Key Dates provided. You may request Pre-determined Session dates and times in Rattler's BizLink **NOW** and secure engagement opportunities early. *Remember, the SBI Recruitment Season kicks off with the SBI Virtual Career Partner Showcase on Thursday, January 28, 2021, and concludes on Wednesday, March 17, 2021.*

SBI Virtual Career Partner Showcase

To accommodate the numerous requests to host engagement/recruitment activities following the FAMU Virtual Career Expo, we developed the **SBI Virtual Career Partner Showcase**. You may make your request for a Career Partner Showcase slot in Rattler's Bizlink **NOW**. The Career Partner Showcase is scheduled for ***Thursday, January 28, 2021.***

Through a 7-10 minute presentation, it is an event to showcase your company by introducing your brand, culture, and opportunities to our students in a Virtual General Assembly setting. There are three (3) Virtual General Assembly sessions scheduled: 9:30-10:45 a.m. (ET), 11:00-11:50 a.m. (ET), and 12:30-1:30 p.m. (ET).

SBI Virtual Pre-Determined Sessions

The first available date for Career Partner Pre-Determined Sessions is *Wednesday, February 3, 2021*. The pre-determined sessions start and end times will vary; however, each session is set for exactly 50 minutes. Available times and dates are in Rattler'S BIZLink. SBI will host the virtual session using Zoom as the platform for each session. Career Partners may tailor their session activities to their own unique preference.

Electronic Student Invites and/or Announcements

To better facilitate sharing information regarding Career Partner invites and/or announcements with our students, we request that information below is provided as:

- A targeted student message accompanied by a condensed (1) one-page pdf (only) with any graphics/branding, participating details, how to apply, deadlines, and etc. Please note the information provided is placed in Rattler'S BIZLink, our career management system, for our students review.

Potential Virtual Exploratory, Internship or Full-Time Employment Opportunities

You may post potential virtual exploratory, internship or full-time employment opportunities in Rattler'S BIZLink, NOW. You are encouraged to also contact the FAMU Career and Professional Development Center if any opportunities exist for majors outside of SBI.

University's Confidentiality Policy

Due to our University's Confidentiality Policy, no student data (i.e. name, classification, major, gpa, transcript, email address, telephone number, etc.) will be provided in the form of lists or resumes without the official public release of opportunity details.

University Student Organization

The best approach to access student organizations is through the designated Advisor for the organization. Student Organization Advisor information can be found by following the steps below from the FAMU website. Traditionally, this information is available shortly after school starts, once an organization is granted approval to function.

(www.famu.edu –Top left scroll down from Login to iStrike - Organizations - Search Organizations)

Timely Engagement/Recruitment Request

Engagement/recruitment requests are made on a first come, first serve basis. We will attempt to meet all requests, based on the SBI Key Dates Calendar, logistics, and capacity.

In closing, please review all attachments and consider planning your SBI SPRING 2021 virtual visit immediately. We are so excited for all the new possibilities that you will provide for our students. Always a pleasure!

Sincerely,

SBI Office of Career Development Services

December 2020