

Dear Internship Employer:

The Ferris State PGA Golf Management program will be hosting our annual *Interview Day* on **Thursday, November 8, 2018**. This event has proven to be a rewarding learning experience, for our students as it allows them the opportunity to talk to and gain confidence with interviewing. I greatly appreciate your participation in this event, which also helps students network with outstanding PGA Professionals from across the country, meet our alumni and future employers, while practicing their interview skills. It also assists you in your hiring process for next season and beyond!

The event Thursday will take place in the Ballrooms A & B at the Holiday Inn and Conference Center, Big Rapids, MI. There will **not** be a panel discussion on Wednesday, November 7, 2018, as in years past.

Our goal for Thursday is to give you the opportunity to meet and interview potential interns (and graduating seniors) for your facility. A large number of internships are decided and set-up during this day, but **not all facilities are successful in filling their available positions**. This is quite typical of most job fairs or interview days, and I thought it was an important point to make before you commit the time and resources to visit our campus. Please keep in mind that we have more students scheduled to go out on a 3 month internship (30 students), than for the 6 month internship duration (25) students.

Please complete the on-line Interview Day Registration Form ASAP, if you plan to attend the Nov. 8, 2018, event to secure your space and give students time to sign-up for a time slot in advance. The PGA requires the (Green Grass or Non-Green Grass) Internship Datasheet on-line form be completed and submitted each year to ensure the accuracy of the information for 2019.

- A **\$85 fee** will be assessed, which includes a 5' draped table & chairs, ice water, and coffee. Lunch is on your own! Several options close by: *52 Sports Bar & Kitchen, Buffalo Wild Wings, Schuberg's Bar & Grill, Raven Brewing & BBQ*
- The interview slots will be in 15-minute intervals and will begin sharply at **8:15 a.m. - 2:00 p.m.** in conjunction with student's PGMG academic class schedules. If you want to stay longer, or need more than 15 minute appointments, please indicate it on the on-line registration form so that we can adjust your interview appointment times.
- **The deadline to register is Friday, October 19, 2018**, in order to give students time to sign up for appointment time slots and to make sure we have space for everyone.
- If your Accounts Payable Office is not able to process a check prior to the October 20th registration deadline, instead of holding up your registration form, please hand-carry a check and pay upon arrival. Call me with your credit card information or pay the day of the event.
- A block of hotel rooms is being held at the Holiday Inn for Wednesday, November 7, 2018, at a rate of \$102 under "*FSU/PGM Job Fair*". Deadline to make your reservation at the reduced rate is **Sunday, October 14, 2018**, by calling (231) 796-4400. Other area hotels: Hampton Inn (231) 527-7333; Quality Inn & Suites (231) 592-5150; Super 8 Motel (231) 796-1588; Country Inn & Suites (231) 527-9000

If you are not able to attend the Interview Day and want to hire an intern, just complete and submit the Internship Datasheet, so your facility will be on the actively seeking list and your information will be available for students to review for the 2019 season.

I look forward to seeing you in November!

Diane Maguire, M.S.
Assistant Director/Internship Coordinator