



NASHVILLE AUTO-DIESEL COLLEGE

Career Services Department

Resources for Students, Alumni, and Employers

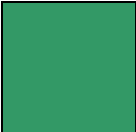
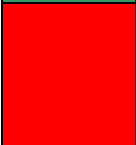
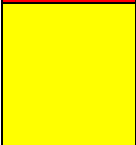
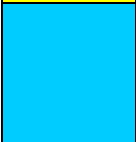
2011 NADC RECRUITING CALENDAR

**Key dates, events, and information for employers recruiting on the campus of
NADC**

Collision Repair & Refinishing
Auto – Diesel Repair

Recruit Online
www.nadccs.com

CALENDAR LEGEND

	Career Days – See Page 2
	Employer Presentation Day – Peak Season Average of 1800 or more students enrolled. See Page 3 for more details
	Employer Presentation Day – Non Peak Average of 1799 or less students enrolled. See Page 3 for more details
	Advisory Board Meetings – See Page 4

Nashville Auto Diesel College Career Days

The NADC **Career Day** is an opportunity to put your company in front of about 1,700 students who are attending school at NADC. This is a great way to build awareness of your company in the NADC student body and staff.

**The Career Days in 2011 will be held on
April 6 & 7 and October 5 & 6, 2011.**

**REGISTRATION FORMS ARE AVAILABLE FOR DOWNLOAD AT
www.nadccs.com**

For Career Day, seventy plus companies will set up booths in the Tech Center. We provide an 8' table and space for each. Each company can request a specific space in the hall and we will honor these requests on a first-come-first-served basis.

Most companies will bring some type of display to "show off" and catch the students' attention. **If you plan to bring an equipment display, please contact Career Services. Because of growth and increased participation, positioning of equipment displays will be assigned prior to day of event.** Many companies will bring brochures, business cards, and "trinkets" to distribute. All will be interested in talking to NADC students about the value of employment with their company. Some companies just want to become familiar with activities on the NADC campus. Some have students fill out applications on the spot and return them. Some companies take names of interested students and make plans for follow-up visits at their service location. Dress for the event will be business casual.

Participating companies will receive the names, hometowns, and states of all students who attend the event prior to the start of the activity. We will also supply you with copies of current grade sheets for any student in whom you are interested. Additionally, a few companies will bring enough "manpower" to be able to work the booth and have someone talking one-on-one with students in a remote and private interview session. This must be arranged with the Career Services Staff ahead of time so that we can assign and set up interview locations.

The display area will be open to our afternoon shift students during the mid-afternoon on the first day (Wednesday) of the Career Days. The hall will open for morning shift students again around 9:00 AM on the second day (Thursday). The job fair will be over before noon. Exhibitors may begin to set up at noon on Wednesday and dismantling begins at 11:30 AM.

We hope our Career Days will be informative for companies, students, and alumni alike. It is our goal to facilitate communication between your company and NADC graduates, and the Career Services Staff will assist you in achieving this goal.

If you are interested in participating in a Career Day at NADC, please review the attached calendar so that you can plan to participate in this and other recruiting events. **Please contact us at jblount@nadcedu.com or (800) 228-6232, ext 8208**

Nashville Auto Diesel College Presentation Days

Each year NADC makes available a limited number of days for potential employers to come to our campus to speak to soon-to-be graduates. On **Presentation Days**, one company per day is invited to speak with NADC students. Following the company's presentation, any student who is interested in employment can sign up for a one-on-one interview with the company's representative. On these days you will have the undivided attention of the NADC student body and the Career Services Staff.

The recruiting year is broken down into "peak" and "non-peak" periods. During the peak season you can generally expect to have about 100 students attend both the morning and afternoon sessions (200 total for the day). During the non-peak season, students scheduled to graduate within the next 3-4 months from the areas where your company has service locations will be in the room to listen to your remarks.

The peak season will run from May 1, 2011 through October 31, 2011. All dates that are available can be found on the attached 2011 NADC Recruiting Calendar. Presentation Days can be scheduled after discussion with the Director of Career Services.

The Career Services Office is located on campus next to a room that will seat about 100 students. Since we have both a morning and an afternoon shift for our students, most companies plan to make a morning presentation at 9:30 AM followed by interviews. The afternoon presentation is generally done at 2:30 PM followed by interviews for afternoon students. Presentations will be limited to 30 minutes followed by questions and answers by the attending students. Our facility will support PowerPoint shows including audio, and DVD's.

Following each session, students are invited to greet the company representative(s) and to discuss any element of the presentation. This practice allows even the most introverted student a fair opportunity to discuss relevant matters in a non-threatening format. This time period also allows the Career Services Staff time to schedule interviews and gather documentation for each interested student wishing to do an interview. Students will be dressed in an open neck uniform shirt and most often visitors will dress in business casual attire.

In the rear of the Presentation Room are two interview booths. Generally companies schedule a fifteen-minute interview with each interested student; however other arrangements can be made with the Career Services Director prior to the start of the day. Students come into the interview with their grade sheet, a copy of the manufacturer's certificates they have earned, and a resume if it has already been completed. If required, each student can complete an application for the company during the course of the session.

The dates for presentations are available on a first-come-first-served basis to interested companies. If you are interested in using one or more of this year's Presentation Days please review the 2011 Calendar so that you can plan to participate. **Please contact us at (800) 228-6232 ext 8208 or jblount@nadcedu.com. All inquiries are handled on a first-come-first-served basis.**

Nashville Auto Diesel College Advisory Board

The NADC Advisory Board meets twice a year to discuss and review the direction and progress of the school. The Advisory Board is comprised of employers from various facets of the transportation repair industry. For more information, please contact Scott Reynolds at **sreynolds@nadcedu.com**

~ January 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 NO SCHOOL	4	5	6	7	8
9	10	11	12	13	14	15
16	17 NO SCHOOL MLK DAY	18 ORIENTATION FINAL TEST DAY	19 NEW CLASS START	20	21	22
23	24	25	26	27	28	29
30	31	Notes:				

~ February 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 COMMENCEMENT	5
6	7	8 RESERVED TravelCenters of America/Petro	9 RESERVED TravelCenters of America/Petro	10	11	12
13	14	15 ORIENTATION FINAL TEST DAY	16 NEW CLASS START	17	18	19
20	21	22	23	24	25	26
27	28	Notes:				

~ March 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 ORIENTATION FINAL TEST DAY	16 NEW CLASS START	17	18	19
20	21	22	23	24	25	26
27	28	29 RESERVED Empire Truck Sales	30	31	Notes:	

~ April 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 ADVISORY BOARD	6 CAREER DAYS	7 CAREER DAYS	8	9
10	11	12 ORIENTATION FINAL TEST DAY	13 NEW CLASS START	14	15	16
17	18	19 RESERVED Carter Machinery	20 RESERVED Carter Machinery	21	22 NO SCHOOL GOOD FRIDAY	23
24	25 NO SCHOOL SPRING BREAK	26 NO SCHOOL SPRING BREAK	27 NO SCHOOL SPRING BREAK	28 NO SCHOOL SPRING BREAK	29 NO SCHOOL SPRING BREAK	30

~ May 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 ASE TESTING ON CAMPUS	6	7
8	9	10 ASE TESTING ON CAMPUS	11	12 ASE TESTING ON CAMPUS	13 COMMENCEMENT	14
15	16	17 ORIENTATION FINAL TEST DAY	18 NEW CLASS START	19	20	21
22	23	24	25	26	27	28
29	30 NO SCHOOL MEMORIAL DAY	31	Notes:			

~ June 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 RESERVED METRO St. Louis	3 RESERVED Central Illinois Trucks (CIT)	4
5	6	7 RESERVED TravelCenters of America/Petro	8 RESERVED TravelCenters of America/Petro	9	10	11
12	13	14 ORIENTATION FINAL TEST DAY	15 NEW CLASS START	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Notes:	

~ July 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 NO SCHOOL SUMMER BREAK	5 NO SCHOOL SUMMER BREAK	6 NO SCHOOL SUMMER BREAK	7 NO SCHOOL SUMMER BREAK	8 NO SCHOOL SUMMER BREAK	9
10	11	12	13	14	15	16
17	18	19 ORIENTATION FINAL TEST DAY	20 NEW CLASS START	21	22	23
24	25	26 RESERVED TravelCenters of America/Petro	27 RESERVED TravelCenters of America/Petro	28	29	30
31	Notes:					

~ August 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 RESERVED Central Illinois Trucks (CIT)	5	6
7	8	9	10	11	12 COMMENCEMENT	13
14	15	16 ORIENTATION FINAL TEST DAY	17 NEW CLASS START	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes:		

~ September 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 NO SCHOOL LABOR DAY	6	7	8	9	10
11	12	13 ORIENTATION FINAL TEST DAY	14 NEW CLASS START	15	16	17
18	19 TMC Super Tech Challenge	20 TMC Super Tech Challenge	21 TMC Super Tech Challenge	22 TMC Super Tech Challenge	23	24
25	26	27	28	29	30	Notes:

~ October 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 ADVISORY BOARD	5 CAREER DAYS	6 CAREER DAYS	7 COMMENCEMENT	8
9	10	11 ORIENTATION FINAL TEST DAY	12 NEW CLASS START	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes:				

~ November 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 ORIENTATION FINAL TEST DAY	9 NEW CLASS START	10 ASE TESTING ON CAMPUS	11	12
13	14	15 ASE TESTING ON CAMPUS	16	17 ASE TESTING ON CAMPUS	18	19
20	21	22	23 NO SCHOOL FALL BREAK	24 NO SCHOOL FALL BREAK	25 NO SCHOOL FALL BREAK	26
27	28	29	30	Notes:		

~ December 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 RESERVED Central Illinois Trucks (CIT)	3
4	5	6 RESERVED TravelCenters of America/Petro	7 RESERVED TravelCenters of America/Petro	8 ORIENTATION FINAL TEST DAY	9 NEW CLASS START	10
11	12	13	14	15	16	17
18	19	20	21	22 NO SCHOOL CHRISTMAS BREAK	23 NO SCHOOL CHRISTMAS BREAK	24
25	26 NO SCHOOL CHRISTMAS BREAK	27 NO SCHOOL CHRISTMAS BREAK	28 NO SCHOOL CHRISTMAS BREAK	29 NO SCHOOL CHRISTMAS BREAK	30 NO SCHOOL CHRISTMAS BREAK	31