

CAREER SERVICES

2100 Memorial Boulevard Kerrville, TX 78028
Phone: 830-792-7281 Fax: 830-792-7452

EMPLOYER REQUEST FOR ON-CAMPUS INTERVIEWS

ORGANIZATION/CONTACT INFORMATION:

Organization: _____

Address: _____

Phone: _____ **E-mail:** _____ **Fax:** _____

Person(s) conducting interviews: _____

INTERVIEW INFORMATION:

Interview date(s) requested: _____ Time: _____ to _____

Intervals: 15 minutes 30 minutes 45 minutes 60 minutes

What materials are required for application to your organization? Needed prior to an interview day Yes No

Resume Application Other (please specify): _____

Would you like to schedule a group session for interested applicants during your visit? Yes No

If yes, when? Date: _____ Time: _____

POSITION INFORMATION:

Position title: _____ Beginning salary (range): _____

Job Location: _____

Brief job description (please use if additional space is needed): _____

Required qualifications (student major, skills, etc): _____

Preferred qualifications (student major, skills, etc): _____

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT:

_____ (Name of recruiting organization) hereby affirms it is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or citizenship unless legally required, and providing equal employment opportunity to disable veterans.

Contact name: _____ Title: _____

Signature: _____ Date: _____

Note: All postings must be posted in the Career Services Web site prior to request information.