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: ________________________________
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 disabled veterans.

Contact name: ________________________________ Title: ________________________________
Signature: ________________________________ Date: ________________________________

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