

Recruiting Information Sheet

On-Campus Interviewing

Organization name: _____



Career Services

Southwestern University at Georgetown, Texas
Prothro Center 1st Floor, 512.863.1346, 512.863.1270 fax
career.services@southwestern.edu
www.southwestern.edu/careers
Here to help you get ahead.

Contact information:

Person(s) responsible for recruiting arrangements:

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Web Address: _____

Name(s) and Title(s) of Recruiters Interviewing, if available:

Name: _____

Title: _____

Name: _____

Title: _____

We would like to host an information session: YES NO

Date: _____ Start Time: _____ End Time: _____

We would like to host a reception: YES NO

Start Time: _____ End Time: _____

Note: Employers requesting a reception will need to contact Sodexho at (512) 863-1913 to schedule and place order.

We have contacted Sodexho to schedule a reception, place an order, and have made arrangements for payment: YES NO

We request the following audiovisuals for the Information Session: (please check all that apply)

Data Projector/Laptop _____ TV/VCR _____

Other (please specify): _____

Equal Employment Opportunity Statement:

I hereby affirm that my organization 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 provides equal employment opportunity to disabled veterans.

Name: _____

Title: _____

Date: _____

Signature: _____

Date of Interview: _____

Start time: _____ End Time: _____

Length of each interviews: (please circle one)

30 min. 45 min. 60 min. Other(specify #): _____

We plan to interview: (please check all that apply)

For Full-Time Employment: _____ *For Internships:* _____

Graduating Seniors:

December _____ First-Years _____

May _____ Sophomores _____

August _____ Juniors _____

Alumni _____ Seniors _____

Eligible major(s): _____

Position title(s): _____

Position location(s): _____

We prefer to preselect _____ **% of the schedule.**

We would like resumes for preselection by: _____

(Career Services needs your pre-select list back no later than four working days prior to interviews.)

We need the following documentation from interviewees: (please check all that apply)

- _____ Transcripts
- _____ Employment application (If needed prior to interview, we will mail/fax/FedEx to Career Services on _____ (date).
- _____ GPA requirement (please specify) _____
- _____ Other (please specify) _____

Please check all statements that apply:

- _____ We will interview all interested students authorized to work on a full-time basis in the US.
- _____ We do not sponsor students for work authorization.
- _____ We also interview students who have practical training eligibility.
- _____ We only interview US citizens or permanent residents because we are required to in order to comply with a law, regulation, executive order or government contact.