



**Center for Career Management  
2009-2010 On-Campus Recruiting Form  
Return via fax to: (330) 972-7748**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Company URL \_\_\_\_\_  Our company has recruited here before  I am a University of Akron alumni

Prospective Interviewers Names/Titles \_\_\_\_\_

Prospective Interviewers Names/Titles \_\_\_\_\_

**INTERVIEW SCHEDULE INFORMATION**

*(See back page for a list of restricted dates)*

**INTERVIEW DATE:**

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

# of Rooms \_\_\_\_\_

# of Recruiters per room \_\_\_\_\_

We will need the following # of parking passes \_\_\_\_\_

We would like to schedule an evening information session

Start time : \_\_\_\_\_ End Time : \_\_\_\_\_ Equipment Needed \_\_\_\_\_

**INTERVIEW SCHEDULE**

**Standard Schedule**

(8:30 a.m.—4:30 p.m., thirteen 30-minute interview slots; 1 hour lunch, two 15-minute breaks) per recruiter

**Customized Schedule**

Start time: \_\_\_\_\_ a.m./p.m.

Start of last interview: \_\_\_\_\_ a.m./p.m.

Length of Interview:

30 minutes  45 minutes  Other \_\_\_\_\_

**Total Number of Interview Schedules:** \_\_\_\_\_

Group All Jobs on One Interview Schedule

Multiple Schedules (One Interview Schedule Per Job)

Other \_\_\_\_\_

**JOB TITLE(S):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**MAJOR(S) BEING RECRUITED:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**JOB TYPE:**  Full-time  Internship/Co-op

**QUALIFICATIONS:**

Degree:  Associates  Bachelors  
 Masters  Doctorate

Citizenship/Visa Requirements. We will interview:

U.S. Citizens or Nationals only  
 Authorized to work in the US for practical training

Minimum GPA \_\_\_\_\_

We will need copies of student transcripts

*Please provide a job description for each position.*