

Recruiting Information Sheet

Organization name: _____

Date of form completion: _____



Career Services

Southwestern University at Georgetown, Texas
McCook-Crain Building, 512.863.1346, 512.863.1270 fax
career.services@southwestern.edu
www.southwestern.edu/careers

Explore. Experience. Engage.

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(s) of interview: _____

Start time: _____ End Time: _____

Length of each interview: (please circle one)

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

(Note: Career Services is closed from 12-1 p.m.)

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

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

Dec. grads _____ First-Years _____

May grads _____ Sophomores _____

Summer grads _____ 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 4 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.

_____ Our company's work authorization policy is (please specify): _____