

# Information Table/Session Reservation Form

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](mailto:career.services@southwestern.edu)  
[www.southwestern.edu/careers](http://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 presenter, if different:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Equal Employment Opportunity Statement:

\_\_\_\_\_ (Name of 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 provides equal employment opportunity to disabled veterans.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Visit details:

Information tables are set up in the concourse of our campus student center. Lunch and dinner times (e.g. 11 a.m. – 1 p.m. and 5-7 p.m.) are typically high-traffic times in this area. Information sessions can be set up at any time and in various locations, depending on room availability. Lunch, dinner and evening times are generally good options. Career Services must request a table or room reservation for you through our campus facility reservation system, requiring up to a few days' wait for confirmation. Please list a few options for dates.

Type of visit (please circle): Information table      Information Session

1<sup>st</sup> choice date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ 2<sup>nd</sup> choice date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Position Title(s)/description: \_\_\_\_\_

Position Location(s): \_\_\_\_\_

Class year of students being recruited? (please circle all that apply)      FY      SO      JR      SR

Types of positions (please circle all that apply):      Full-time jobs      Part-time jobs      Internships

Need AV? Please specify: \_\_\_\_\_

**Offering food at information sessions:** Employers desiring food service will need to contact Sodexho at (512) 863-1913 to schedule and place an order and make arrangements for payment.

*Do you plan to offer food?*    YES      NO      *If yes, have you contacted Sodexho?*    YES      NO

### Information table reminders:

Please do not approach students – let them come to you. Please provide visible, professional display announcing types of opportunities, desired applicant qualities, etc. so students can self-select to approach you. No large displays.

### For administrative use only:

Room/table reservation requested \_\_\_\_\_ confirmed \_\_\_\_\_ Visitor Agreement / map sent \_\_\_\_\_ received \_\_\_\_\_

Room location \_\_\_\_\_ Recruitment schedule updated \_\_\_\_\_ to Alex \_\_\_\_\_