

# Recruiting Information Table Request



**SOUTHWESTERN UNIVERSITY**  
Center for Career & Professional Development

### Contact Information

Organization: \_\_\_\_\_

Person(s) responsible for recruiting arrangements:

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Name(s) and title(s) of on-campus recruiter(s), if different:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Request \_\_\_\_\_

### 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: \_\_\_\_\_

### Information Table

You can request an information table in the concourse of our McCombs Campus Center. Tuesdays, Wednesdays, and Thursdays at lunchtime (11 a.m. - 1 p.m.) are typically high-traffic times in this area. The Center for Career & Professional Development will request a table for you through our campus facility reservation system. It can take several days to receive confirmation, so in case your first choice date is booked, please list another date option as well.

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

**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. Large displays may not fit.

### Position Information

Post your position(s) on our online job board, HireSU via Symplicity, so that students can see the job descriptions. Please provide some basic information here.  I posted position(s) on HireSU on \_\_\_\_\_ date.

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

**Position Type(s):** Full-time job    Part-time job    Paid Internship    Unpaid Internship    Volunteer  
(Please circle all that apply.)

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

**Class year of students being recruited:** (Please circle all that apply.)    FY    SO    JR    SR

**I give permission for Southwestern University to use our organization logo in marketing our campus visit.** YES    NO  
Organization logo can be attached to email in JPG or PNG format when you return this form to pirate2pro@southwestern.edu.

**For CCPD administrative use only** Table reservation: requested \_\_\_\_\_ confirmed \_\_\_\_\_ MCC\*Concrse 1 2 3 4

Visitor Agreement: sent \_\_\_\_\_ received \_\_\_\_\_ Position(s) in HireSU \_\_\_\_\_ CCPD Events Calendar \_\_\_\_\_

Recruitment schedule: updated \_\_\_\_\_ to Alex \_\_\_\_\_ Map / Directions sent \_\_\_\_\_ Posted to SU App \_\_\_\_\_