Recruiting
Information Table Request

Date of Request ______________________

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.

1st choice date: ______ Start time: _______ End time: _______
2nd 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 _______