On-Campus Recruitment Reservation Form

Office Use Only
Type: Info Meet&Greet Interviews
Date(s) _____
Time(s) _____
Location _____
Deadline _____
Posted_____ With Schedule _____

Today's Date: _____ (We ask that dates be sent at least two weeks in advance)

EMPLOYER INFORMATION

Employer:_____ **Contact Person**:_____ **WSU Alumni** ☐

Address:_____ **Email**: _____ **YR:**_____

Website:_____**Phone**:_____ **Fax:**_____

Attach a brief organization description, if not including in the position description.

JOB OR INTERNSHIP DETAILS

1. Job Title:_____ 2. Job Location:_____
3. **Positions Type**: ☐Job or ☐Internship **AND** ☐Full-time or ☐Part-time
4. **Job Description**: *Please attach description to form or email.*
5. **Application Requirements**: ☐Major(s)_____ ☐All Majors
6. **Student Status**: ☐Junior ☐Senior ☐Alumni ☐All 7. **GPA Min**: ☐NA ☐Yes_____
8. **Interviewer's Name(s):**_____

☐ ***If hiring for more than one position, please check here and complete section provided on the back of this form.***

INTERVIEW SCHEDULE

1. **Date of interview**:_____
2. **Student Selection**: ☐Pre-Select Students ☐Open to All Students
   Begin First Interview:_____ **Begin Last Interview**:_____
3. **Session Length**: ☐30 min ☐45 min ☐Other _____ 4. **Number of Interview Rooms Needed**: ☐1 ☐2
5. **How would you like to receive applications?**
   - ☐ Retrieve applications through online account
   - ☐ Receive each application in individual emails (enter email in contact information section)
   - ☐ Receive all applications in one email at the end of the application period (enter email in contact information section)

   Application Deadline:_____ Pre-Selection Date _____

INFORMATION TABLE OR PRESENTATION SESSION

1. **Date**:_____ 2. **Preferred Location**: ☐Table in Student Union or ☐Room on Campus
3. **Time**:_____ to _____ 4. **Equipment**: ☐LCD ☐TV ☐Screen ☐Other_____

MEET & GREET

1. **Date**:_____ 2. **Preferred Location**: ☐Warrior Success Center or ☐Room on Campus
3. **Time**:_____ to _____ 4. **Equipment**: ☐LCD ☐TV ☐Screen ☐Other_____

Additional Notes or Comments

_____

_____

_____

_____

ADDITIONAL JOBS OR INTERNSHIPS DETAILS

1. **Second Job Title:**_____ 2. **Job Location:**_____
3. **Positions Type**: ☐ Job or ☐ Internship **AND** ☐ Full-time or ☐ Part-time
4. **Job Description**: *Please attach description to form or email.*
5. **Application Requirements**: ☐ Major(s)_____ ☐ All Majors
6. **Student Status**: ☐ Junior ☐ Senior ☐ Alumni ☐ All 7. **GPA Min**: ☐ NA ☐ Yes_____

1. **Third Job Title:**_____ 2. **Job Location:**_____
3. **Positions Type**: ☐ Job or ☐ Internship **AND** ☐ Full-time or ☐ Part-time
4. **Job Description**: *Please attach description to form.*
5. **Application Requirements**: ☐ Major(s)_____ ☐ All Majors
6. **Student Status**: ☐ Junior ☐ Senior ☐ Alumni ☐ All 7. **GPA Min**: ☐ NA ☐ Yes_____

THANK YOU!

Office Use Only

- ☐ *Room/ equipment reserved*
- ☐ *Job posted / Schedule created*
- ☐ *Update employer info if needed*
- ☐ *1st confirmation sent*
- ☐ *Announcement to WSC & WSU Update*
- ☐ *Visit added to WSC Calendar*
- ☐ *Arrange a lunch escort/ Get lunch tickets*
- ☐ *Parking permit request*
- ☐ *Electronic permit created*
- ☐ *Create announcement (Slide)*
- ☐ *Notice sent to Counselors / Faculty (Slide)*
- ☐ *Announcement sent to students / alumni*
- ☐ *Remind employer to select applicants*
- ☐ *Remind selected students to sign up for interview*
- ☐ *Create signs (door, table, counter)*
- ☐ *Arrange a greeter*
- ☐ *Final confirmation sent (schedule, permit, map)*
- ☐ *Send reminder email to student interviewers*
- ☐ *Bundle applicant docs / copy of schedule for folder*
- ☐ *Prep table /interview room(s), folder(s)*