



Spring 2010 On-Campus Interview Form

Office of Career Services
Southeastern Louisiana University
SLU 10492, Hammond, LA 70402

Phone: 985.549.2121
Fax: 985.549.2126
Email: careerservices@selu.edu

PLEASE PROVIDE **ALL** INFORMATION REQUESTED ON THIS FORM (This form can also be accessed at www.selu.edu/career)

Company Name: _____ Web site: _____

Mailing Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Phone: _____ Fax: _____ E-mail: _____

Name, Title, and Address of Employer Representative Interviewing (include complete address, if different from one listed above):

(Name and title) (Street or PO Box) (City) (State) (Zip)

Phone: _____ (NOTE: Interview Schedule, Parking Permit, and Map will be mailed to the address listed immediately above)

Job Title(s): _____

Job Description: _____

Job Location(s): _____

Salary Range: (Must be Provided) \$ _____ () Salary Only () Plus Commission () Commission Only

Applicable Major(s): _____

Graduates of interest (check all that apply): () 2010 Spring Grads () 2010 Fall Grads () 2011 Spring Grads () Alumni

List any Other Qualifications for Candidates:

GPA: _____ (other): _____

WE WISH TO PRESELECT: YES () NO () Please read the NOTE below before responding.

NOTE: Pre-select interviews allow you (the employer) to review all the resumes submitted and specifically select each candidate you wish to interview, as opposed to an open interview, which guarantees an interview to every student who registers. If preselection is requested, you should schedule interview dates at least 45 days in advance to ensure proper coordination and promotion of this event. By choosing "NO" as listed above, you will automatically be assigned an open interview schedule. Open interviews should be scheduled at least 30 days in advance.

Interview Date Requested (see enclosed calendar for dates you may request):

(Day of the week) (Month) (Day) (Year)

Please List any Special Needs / Arrangements for Interviews: (please be specific)

(NOTE: If a second recruiter will be interviewing separately, please let us know as this will require a second schedule and the use of an additional room.)

Time Interval Requested for Each Interview Session: () HALF-HOUR () 45 MINUTES () HOUR

Schedule **FIRST** Interview to **begin** at _____ A.M. & **LAST** interview session to **begin** at _____ P.M.

(Interview Hours: 8:00 a.m. – 4:30 p.m.) Schedule a lunch break from _____:_____ - _____:_____

NOTE: Undersigned agency representative agrees to comply with applicable anti-discrimination laws in utilizing Southeastern Louisiana University's Office of Career Services.

SIGNED: _____ TITLE: _____ DATE: _____