

Recruitment Information Form for On-Campus Recruiting

Please contact the Career Development Center to determine a mutually convenient date prior to completing and returning this form.
Please **TYPE** or **PRINT** the following information

Organization _____ Website Address _____

Contact Person _____ Title _____

Phone Number _____ Email _____

Fax Number _____

Address _____

City/State/Zip _____

Interview Format Prescheduled one-on-one interviews Information table in Student Center

Date(s) Requested _____

Type of Position Full-time Internship Other (*please specify*) _____

Position Title _____ Major Required _____

Position Description: Please send as email attachment if possible. _____

Name and Title of Recruiter(s) scheduled to visit campus

_____ Email _____

_____ Email _____

Typically, the Career Development Center offers lunch with a faculty or staff member.

Please indicate department and/or individual you would prefer to have lunch with _____

Interviews are normally scheduled between 9:00 am and 4:00 pm. The typical schedule also consists of half hour interviews.

Please indicate any variations you may desire _____

Recruiter is an Ashland University Alumna/Alumnus yes no

If yes, Name _____ Year of Graduation _____

PLEASE RETURN COMPLETED FORM TO:

Career Development Center • Ashland University • 401 College Avenue • Ashland, Ohio 44805-3799
Telephone: (419) 289-5064 • Fax: (419) 289-5071 • www.ashland.edu/career