

**On-Campus
Recruitment
Reservation Form**



**WARRIOR
JOBS**

Office Use Only

Type: Interviews Q&A Info Meet&Greet

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 included in the position description.

INTERVIEWS OR Q&A SESSIONS

1. Job Title: _____ 2. Job Location: _____

3. **Position Type:** Job or Internship **AND** Full-time or Part-time

4. **Job Description:** *Please attach description to form or email.*

5. **Major 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.

SCHEDULE

1. **Date of interview:** _____ **Begin First Interview:** _____ **Begin Last Interview:** _____

2. **Rooms Needed:** 1 2

3. **Session Length:** 30 min 45 min Other _____ 4. **Selection:** Pre-Select Candidate Open to All Candidate

5. **How would you like to receive applications for pre-select candidates?**

Retrieve applications through online Warrior Jobs 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

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 _____



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- | | |
|--|--|
| <input type="checkbox"/> Room/ equipment reserved | <input type="checkbox"/> Slide sent to Counselors / Faculty |
| <input type="checkbox"/> Job posted / Schedule created | <input type="checkbox"/> Applicant selection reminder |
| <input type="checkbox"/> Event created on Warrior Jobs | <input type="checkbox"/> Remind selected students to sign up for interview |
| <input type="checkbox"/> Update employer info if needed | <input type="checkbox"/> Create signs (door, table, counter) |
| <input type="checkbox"/> 1 st confirmation sent | <input type="checkbox"/> Arrange a greeter |
| <input type="checkbox"/> Visit added to WSC Calendar | <input type="checkbox"/> Final confirmation sent (schedule, permit, map) |
| <input type="checkbox"/> Create announcement (Slide) | <input type="checkbox"/> Send reminder email to student interviewers |
| <input type="checkbox"/> Arrange a lunch escort/ Get lunch tickets | <input type="checkbox"/> Bundle applicant docs / copy of schedule for folder |
| <input type="checkbox"/> Parking permit request | <input type="checkbox"/> Prep table /interview room(s), folder(s) |
| <input type="checkbox"/> Announcement sent to students / alumni | <input type="checkbox"/> Thank you and survey sent |
| | <input type="checkbox"/> Visit recorded and closed |