



On-Campus Recruiting Form

Bellarmine University
Career Development
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Louisville, KY 40205

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502.272.8151 phone
502.272.8050 fax

Organization, Job & Contact Information

Organization Name: _____ Job Title: _____

Type of Job: Full-Time Internship Other Bellarmine Job ID Number: _____

Contact Name: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Interviewer/Recruiter Names & Titles: _____

Requested Interview Schedule(s)

Desired Interview Date(s): _____ Resume Submission Deadline: _____

Number of Interview Schedules: _____ Interview Location: _____

Please indicate your requirements for interview length, morning and/or afternoon sessions, breaks and lunch.

Interview Length: 30 minutes 45 minutes 60 minutes Other: _____

Morning Session

Afternoon Session

Early: _____ : _____ AM to _____ : _____ AM

Early: _____ : _____ PM to _____ : _____ PM

Break: _____ : _____ AM to _____ : _____ AM (Optional)

Break: _____ : _____ PM to _____ : _____ PM (Optional)

Late: _____ : _____ AM to _____ : _____ AM/PM

Late: _____ : _____ PM to _____ : _____ PM

Special Requests

1. Would you like to schedule lunch with specific faculty, staff or students? Yes No No preference

If yes, please indicate details: _____

2. Do you require space for a representative to greet candidates before and/or after interviews? Yes No

3. Would you like to schedule a company information session, classroom presentation or reception? Yes No

If yes, please indicate details: _____

4. Other special needs: _____

Office Use Only

Approved as requested Approved with modifications Logistics arranged Confirmation sent

Reviewed By/Date: _____ Entered By/Date: _____