CAREER DEVELOPMENT
Your Life Outfitter

On-Campus Recruiting Form

Bellarmine University
Career Development
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Louisville, KY 40205

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502.272.8151 phone
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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

Early: _____:_____ AM to _____:_____ AM

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

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

[ ] Afternoon Session

Early: _____:_____ PM to _____:_____ PM

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

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: _____