

# 2011-2012 ON-CAMPUS RECRUITING EASTERN MICHIGAN UNIVERSITY

University Advising & Career Development Center • College of Business Satellite Office • 210 Gary M. Owen Building, Ypsilanti, MI 48197  
Phone: 734.487.4106 • Fax: 734.487.0940 (Main Office Fax) • Fax: 734.487.4104 (Satellite Office Fax)

**Please complete and return one form for each date you plan to visit our campus.**

## Organization/Company Information

Company: \_\_\_\_\_

Address: \_\_\_\_\_ zip \_\_\_\_\_

Web Address: \_\_\_\_\_

Email Address (**REQUIRED**): \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Contact: \_\_\_\_\_  
(Mr./Ms./Mrs./Dr.) (Last Name) (First Name) (Title)

**General Company Description:** This information will be posted for students to review.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of Employees: \_\_\_\_\_ Company literature available: \_\_\_\_\_ Company video available: \_\_\_\_\_

## Visit Information

Circle/highlight one: PRESELECT SCHEDULE QUALIFIED OPEN SCHEDULE

DATE OF CAMPUS VISIT: \_\_\_\_\_ # schedules: \_\_\_\_\_

Interview length: 30min / 45min (circle/highlight one)

Recruiter(s): \_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

Graduation date range you wish to interview: **All alumni** 04/10, 06/10, 08/10, 12/10, 04/11, 06/11, 08/11, 12/11,  
04/12, 06/12, 08/12, 12/12

**OR:** Graduation date (for specific request): From: \_\_\_\_\_ To: \_\_\_\_\_

Will you interview international students on student F1 visa? YES or NO (circle/highlight one)

\_\_\_\_\_

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**Position Information (Provided in the space below or email to [bgehring@emich.edu](mailto:bgehring@emich.edu))**

**Position #1**

Job Title: \_\_\_\_\_ Job Location: \_\_\_\_\_

Job Description<sup>1</sup>: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Degree requested:** (Please circle/highlight applicable degree(s))

**Bachelors Only**

**Masters Only**

**Bachelors / Masters**

**Academic Major(s):** (Please list preferred majors individually)

\_\_\_\_\_

\_\_\_\_\_

**GPA Requirement:** \_\_\_\_\_

**Position #2**

Job Title: \_\_\_\_\_ Job Location: \_\_\_\_\_

Job Description<sup>1</sup>: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Degree requested:** (Please circle/highlight applicable degree(s))

**Bachelors Only**

**Masters Only**

**Bachelors / Masters**

**Academic Major(s):** (Please list preferred majors individually)

\_\_\_\_\_

\_\_\_\_\_

**GPA Requirement:** \_\_\_\_\_

*\*If you have special needs contact, Barb Gehring, 734.487.4278\**

**Please be precise and descriptive.\* Job Descriptions can be mailed to [barb.gehring@emich.edu](mailto:barb.gehring@emich.edu) if there's not enough room on the form.**