Tarleton State University
Career Services Interview Schedule

Company Name _______________________________________________________
Address __________________________________________________________________
City, State, Zip _________________________________________ __________________
Phone # _______________________________ FAX # __________________________
Website address ________________________________________________________
Email address of contact person ___________________________________________

Please call Karen at 254-968-9652 to schedule your interview date: __________
Recruiters ________________________________________________________________

Schedule Type:
___ We will interview all students who previously sign up.
___ We will preview resumes only, but interview all students.
___ We will select students to be interviewed from the resumes we receive. Upon
   confirmation of students selected, Career Services will schedule appointments.

___ 1 schedule ___ 2 schedules   Beginning _____ am   Ending ____ pm
Length of Interviews: ___ 15 min       ___ 30 min       ___ 45 min       ___ 60 min

Majors: ___________________________________________________________________
Graduation Dates: ___________________________________________________________________
GPA ___________   Position Title: ___________________________________________________________________
Location: ___________________________________________________________________

Attach a brief job description.
Resumes and unofficial transcripts are provided. If other information is required
please indicate. ___________________________________________________________________

If requesting an information session, please provide time and date; room reservations
will be made for you by the Career Services Center. For assistance call Karen Bills at
254-968-9652. Our fax number is 254-968-9661.

IRCA Work Authorization Status:
___ Applicants must be presently authorized to work in the U.S. on a fulltime basis.
___ Student visa acceptable; willing to hire/sponsor student with H1B visa.
___ U.S. Citizenship Only – This requirement must be for the particular job for which the company is
   recruiting and be required by law, regulation, executive order, government contract, or the U.S.
   Attorney General. (If you are not sure, then this does not apply to you.)

EEO & ADA Requirements:
By completing this form, recruiting organizations declare and affirm their status as equal opportunity
employers to the Tarleton State University Career Services Center as set forth in the Equal Employment
Opportunity Act and the Americans with Disabilities Act.

Signature ___________________________ Name ___________________________ Date ________