

**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 _____