

## University of Houston-Clear Lake On-Campus Recruiting Scheduling Form

Organization \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Interview Date \_\_\_\_\_  
 Contact Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Company web address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

Type of schedule?	Open	Interview length?	30 min	45 min	60 min
	Preselect /Resume deadline	3 wks	2 wks (default)		10 days
Number of rooms?	Number of schedules?				

1. What graduation dates will you be interviewing for:  
     May 2006                  August 2006                  Dec. 2006                  UHCL Alumni
  
2. Majors required: \_\_\_\_\_ Minimum GPA:  
     (Highest is 4.0)
  
3. Degree level (indicate all that apply):      Bachelor      Masters
  
4. Citizenship
  - Are you required by law, regulation, executive order, government contract, or the U.S. Attorney General to limit hiring only to US citizens?      Yes      No
  
  - Will you hire international students for practical training as allowed by immigration law or for a position that requires H-1 visa status?      Yes      No
  
5. Position title/description. May attach additional page(s): \_\_\_\_\_
  
6. Location of position: \_\_\_\_\_
7. Names of interviewers: \_\_\_\_\_

EEO and AA requirements

In signing this form, you declare and affirm your status as an equal opportunity employer as set forth in the Equal Opportunity Act and the Americans with Disabilities Act.

\_\_\_\_\_  
 Signature of Organization Contact                                  Date

Please mail or fax completed and signed form to

UHCL Career Services  
 2700 Bay Area Blvd., SSCB 3109  
 Houston, TX 77058-1098  
 Phone 281.283.2590      Fax 281.283.2602

Note: Career Services will confirm your interview date upon receipt of this form.