



On-Campus Interview Request Form

Organization Name: _____

Main Contact Name:

Title:

Email:

Phone:

Fax:

Address:

Are you an Alumnus of the School? Yes No Year Graduated?

Please list the names of recruiters/managers who will accompany you on this visit:

1. Name:

Title:

Alumnus of the School: Yes No

2. Name:

Title:

Alumnus of the

School: Yes No

Majors You Are Recruiting For:

(Please check all that apply to your staffing needs)

Baking & Pastry

Business Management

Culinary Arts

Hospitality Management: Hotel / F&B / Event Majors

Early Childhood Education

Job Titles You Are Recruiting For:

Priority Rating (Scale of 1-4)

Employment Start: Winter Late Spring (April) Summer (July) Fall (Late Sept.)

Start Date/s:

Recruiting Agenda:

2-Day Recruiting Format to consist of:

CS Use Only:

- Info session on first day of visit
- Interview candidates on second day of visit

Confirmed Dates & Times: _____

1-Day Recruiting Format to consist of:

CS Use Only:

- Interview candidates only

Confirmed Date & Time: _____

Interview Session Needs

Please indicate how you would like candidates to sign up for interviews:

Email you their resume with cover letter by due date ___/___/___ to email

Sign up with Career Services Center by due date ___/___/___

Apply on-line at URL: _____/___/___

Other:

Please indicate preferred interview timelines:

Times: 9:00am-12:00pm

1:00pm-4:00pm

Both with lunch in between

Duration: 20-minute interviews

30-minute interviews

Other:

Information Session Needs

Monitor with DVD/VCR Player Data Projector with laptop

Other:

I will bring a data projector on my own

I will need to mail company signages and/or recruiting brochures (please send to address below)

To confirm your visit, please send back to:

careerservices@kendall.edu, Fax: 312-752-2177 / Phone: 312-752-2012

Career Services Center at Kendall College, 900 N. North Branch Street, Chicago, IL 60622