

On-Campus Recruitment Request

The University of Texas at Brownsville and Texas Southmost College

Career Services Department
Brownsville, Texas 78520
Phone: (956) 882-5627 Fax: (956) 882-6554

(Please type or print legibly)

Please send your On-Campus Recruitment Request to our office **at least 2 weeks** prior to your visit. Your interview schedule(s) are not confirmed until the completed Request form and the job description(s) have been submitted to our office. An email confirmation will be sent once your request has been processed. For additional information, please contact Mario Torres, Business Relation Coordinator at Mario.Torres@utb.edu or call 956/882-5627.

Main Contact

Name: _____ Title: _____
Organization: _____ Division: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Preferred method of contact *(Please check only one)*: Email Fax Mail

Secondary Contact

Name: _____ Title: _____
Organization: _____ Division: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Preferred method of contact *(Please check only one)*: Email Fax Mail

Information Sessions/Information Tables

Information Sessions usually occur the day prior to your on-campus interviews and are useful in disseminating information about your company. Sessions are open to all UTB/TSC students and alumni. Students selected to interview are strongly encouraged to attend information sessions.

Are you interested in holding an information session? Yes No

If yes, date requested: _____ We would like food and refreshments: Yes No

Recommended times are: Noon – 1 p.m. 4 – 5 p.m. 5 – 6 p.m. 4 – 6 p.m.

Other time request: _____

Is Audio/Visual equipment needed: Yes No

If you will be using any of your own equipment please list here: _____

Interview Scheduling *(Interviews normally begin at 8:30 a.m. and end at 4:30 p.m.)*

Number of Schedules: _____

Schedule Details: Half – Hour increments (allows for 14 candidates) 45 minute increments (allows for 9 candidates)
 1 hour increments (allows for 7 candidates) Morning/Afternoon break times:

Date(s) of Interviews: _____ Interview Start Time: _____ Interview End Time: _____

Requirements: _____

Position Title(s): 1. _____ 2. _____ 3. _____

Number of positions available: _____ Geographic location of position: _____

Grade Point Average (GPA): 4.0 – 3.5 3.5 – 3.0 3.0 – 2.5 Open

Graduation Dates: December 2009 May 2010 August 2010 Alumni

Degree: Bachelor's Master's MBAs PhD

Majors Requested (check all that apply):

Undergraduate

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Computer Information Systems | <input type="checkbox"/> Management |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> International Business Management | <input type="checkbox"/> General Studies |
| <input type="checkbox"/> Business Technology | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Sociology | <input type="checkbox"/> Nursing | <input type="checkbox"/> Computer Science |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Pre-Social Work | <input type="checkbox"/> Manufacturing Engineering |
| <input type="checkbox"/> Interdisciplinary Studies | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Art | <input type="checkbox"/> Communication-Journalism |
| <input type="checkbox"/> Communication-Communication Studies | <input type="checkbox"/> History | <input type="checkbox"/> Kinesiology |
| <input type="checkbox"/> English | <input type="checkbox"/> Music | <input type="checkbox"/> Interdisciplinary Studies |
| <input type="checkbox"/> Spanish | | |

Graduate

- | | | |
|--|---|--|
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Engineering-Electrical Concentration | <input type="checkbox"/> Engineering-Manufacturing Concentration |
| <input type="checkbox"/> Mathematical Teaching | <input type="checkbox"/> Art | <input type="checkbox"/> English |
| <input type="checkbox"/> Early Childhood | <input type="checkbox"/> History | <input type="checkbox"/> Interdisciplinary Studies |
| <input type="checkbox"/> School Psychology | <input type="checkbox"/> Spanish | <input type="checkbox"/> Kinesiology |

Citizenship Requirement: U.S. Citizen Permanent Resident Student Visa

We will need copies of our candidates' transcripts: Yes No

We would like to pre-select our candidates: Yes No

Our office collects resumes from qualified, interested students. We forward the resumes to you for your review usually two weeks prior to the scheduled interview date. After you have selected your candidates contact Mario Torres at Mario.Torres@utb.edu so that we may notify the selected students electronically to sign up on your interview schedule.

Our company is an equal opportunity/affirmative action employer.

Signature: _____ Date: _____

Rev. 7/2005

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