

Date Submitted _____

Mercyhurst College

(Office use only)

Office of Career Services

501 East 38th Street ERIE PA 16546-0001

(814) 824-2426 or 824-2427 FAX (814) 824-2070

ON CAMPUS RECRUITMENT INTERVIEW DATA SHEET

Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ FAX _____ E-Mail Address _____

Contact Name _____ Title _____

On-Campus Interviewer _____ Title _____

On-Campus Interviewer _____ Title _____

Preferred interview date(s) _____ (1st Choice) _____ (2nd Choice)

Major(s) seeking _____

Position for which you are interviewing _____

Special requests or comments _____

Will you need any audio-visual/computer equipment? _____

Does your company/organization include testing at the time of interview? _____

Do you require applications be completed prior to the interview? _____

Does your company/organization furnish informational literature? _____

NOTE: Literature and applications should be forwarded along with completed Questionnaire.

_____ We will be unable to actively recruit on campus this year. Please forward credentials of all interested candidates to: _____

at _____

Do you have any dietary restrictions? ___Yes ___No Please explain _____

CONFIRMATION OF ALL DATES WILL BE MADE BY MAI - YOUR PROMPTNESS IS APPRECIATED! THANK YOU!

FOR CAREER SERVICES OFFICE USE ONLY:

9 ONE SCHEDULE Lunch: _____

9 TWO SCHEDULES Serve: _____

NOTES: _____