



Employers: On-Campus Recruiting (OCR) Form

NMHU Career Services • Box 9000 • Las Vegas, NM 87701 • 505.454.3048 • Fax: 505.454.3469 • E-mail: careerservices@nmhu.edu

Return this form at least (4) four weeks prior to interview date

COMPANY INFORMATION

Company Name: _____
 Contact Name: _____
 Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: (____) _____
 Fax: (____) _____
 E-mail: _____
 Website: _____

RECRUITERS

Name: _____
 Title: _____
 Name: _____
 Title: _____
 Name: _____
 Title: _____

INTERVIEW SCHEDULE INFORMATION

Interview Date(s) _____

- Pre-selected schedule (Requires **at least 4** weeks prior to interview date. You will prescreen the resumes of interested candidates and selected those to interview.)
- Open Schedule (Requires **at least 2** weeks prior to interview date.* Any qualified student may sign up)

Number of Interview Schedules _____ Number of Interview Rooms _____

INTERVIEW SCHEDULE

- Standard Schedule: 8:30 a.m. – 4:15 p.m., twelve 30-minute interviews; lunch 11:45a.m.–1:00 p.m.; two 15-minute breaks 10 a.m. & 2:30 p.m.
- Customized Schedule: Start time: _____ a.m. p.m. Start of last interview time: _____ a.m. p.m.
 Length of interview: 30 minutes 45 minutes other _____
 Break time: morning _____ lunch _____ afternoon _____

*POSITION INFORMATION

Job Type: Full-time Internship Part-time Summer job Other _____

Position Title(s): _____ Location(s): _____

Job Description: _____
Please attach job description

For Full time employment: Bachelors Masters Major(s): _____

- December grads May grads Summer grads Alumni

For Internship/Part-time/Summer Jobs: Major(s): _____

- Freshman Sophomore Junior Senior Graduate Student

Minimum GPA: _____ Other Qualifications: _____

- Citizenship/Visa Requirements: We will interview U.S. citizens only
 We will interview U.S. citizens and international students who can obtain U.S. work authorization
 We will interview all interested/qualified students regardless of current work authorization or visa status

The following documentation is needed from candidates scheduled to interview:

- Resume Interest Letter Transcripts Employment Application References Other (please specify) _____

INFORMATION SESSION Yes No Date: _____ Time: _____

Equipment needed: TV/DVD player LCD projector/computer Other: _____

Would you like to provide refreshments? Yes No

* If yes, we will send you our university's foodservice provider information for making arrangements and payment.

Employers are expected to follow Affirmative Action/Equal Employment Opportunity guidelines in recruitment, hiring and employment practices

I affirm to this practice: Signature _____ Date _____