

# East Central University

Ada, Ok 74820

Todd Essary, Coordinator of Career Development Center

[tessary@ecok.edu](mailto:tessary@ecok.edu)

Phone: 580.559.5890 FAX 580.559.5868

## INTERVIEW INFORMATION FORM

Complete this form and return to Career Development Center. It is necessary that we receive this information in order to properly publicize your visit.

**Employer:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name and title of person making arrangements:** \_\_\_\_\_

**SCHEDULING INFORMATION:** The interviewing day normally begins at 8:30a.m. and ends at 4:30 p.m.

**DATE OF INTERVIEW:** \_\_\_\_\_

**INTERVIEWS START AT:** \_\_\_\_\_ **ENDS AT:** \_\_\_\_\_

**INTERVIEWING FOR THE FOLLOWING LOCATION(S):** \_\_\_\_\_

## INTERVIEW INFORMATION

Length of Interview: 30 min. \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Will interview: December graduates \_\_\_\_\_ May graduates \_\_\_\_\_ August graduates \_\_\_\_\_ Alumni \_\_\_\_\_

**Interview's Name:** \_\_\_\_\_

**Division of company for which interviewing:** \_\_\_\_\_

**Positions which interviewer will be attempting to fill:** \_\_\_\_\_

**Majors considered:** \_\_\_\_\_

**Degree level considered:** ( ) Bachelor's ( ) Master's

Are there any special instructions or restrictions you wish to convey to the students signing your schedule?

\_\_\_\_\_  
**Signature:** \_\_\_\_\_

AA/EOE