

East Central University

Ada, Ok 74820

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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