



Angelo State University

Career Development

Interview Request and Schedule

Employer Information

Employer: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Name of person responsible for arrangements: _____

Name(s) of interviewer(s): _____ Greeter: _____

Interviewer's E-mail: _____

Date to come on campus: _____ How many interview rooms do you need? _____

Start time for first interview: _____ Last interview: _____ Length of interviews: _____

(Ex: First interview 8:30 a.m., last interview 4 p.m. Your interview will end at 4:30
The Career Development office is open from 8 a.m.-5 p.m.)

Length of time for lunch: _____ Would you like us to make lunch reservations? Yes No

If yes, where? _____

Are there any people or departments on campus with whom you would like to eat lunch? _____

Interview Information

Job opening(s): _____

Description of position: _____

Geographical location you are hiring for: _____

Student statuses to interview: Sophomore Junior Senior Graduate Alumnus 5th year

Major(s) desired: _____ Overall GPA: _____ Major GPA: _____

Work authorization status accepted: U.S. Citizen Permanent U.S. Resident J-2 Visa

H-1 Visa/Employment J-1 Visa (Exchange Program) Canadian Work Authorization H-4 Visa

F-1 Visa (Student) L-2 Visa Other

Additional Requests: _____

Interview Information, continued

Will you interview for internships? Yes No

Degree(s)/Major(s): _____ / _____ Classification desired: Sophomore Junior Senior

Qualifications: _____

Would you like us to hold an information reception? Yes No

If yes, list equipment we need to provide: _____

Indicate times to begin and end information reception: _____

Would you like refreshments at the information reception? Yes No

Email the form to the Career Development Office at career.development@angelo.edu