MANOA CAREER CENTER
University of Hawai'i at Mānoa

ON-CAMPUS RECRUITMENT FORM

Please fill out a separate "On-Campus Recruiting" form for each division/department that will be represented.
For Out-of-State Recruiters Only: Please contact Mānoa Career Center before departure for Hawai`i or shortly after arrival to obtain a copy of the interview schedule.

Name of Organization _____Division/Department_____

Type of Employer: ☐ Profit ☐ Government ☐ Non-Profit ☐ Other_____

Person(s) Responsible for Recruiting Arrangements:

Name _____ Telephone _____

Title _____ Fax _____

Address _____ Website _____

_____ Email _____

Request for (check all boxes that apply and complete related information below):**

☐ **Interviews:** Preferred Interview Date(s)_____Alternate(s)_____

☐ Resume Collection (optional): Establish deadline on ____/____/____ (at least two weeks prior to interview date).

Number of Interview Schedules (i.e. interview rooms) required per day? _____

Interviews will start at 9 a.m. and be scheduled every half hour.

Otherwise, please specify appointment starting time: _____:_____ at intervals every _____ minutes.

Do you require a break at 10 a.m.? Indicate: ☐ 15 min. ☐ 30 min. ☐ none

An hour and a half will be reserved for lunch. Otherwise, please indicate: ☐ 30 min. ☐ 1 hour

Name(s) and Title(s) of Interviewer(s)_____

_____

☐ **Resume Collection (only):** Establish deadline on ____/____/____.

☐ **Information Session:** Date(s): _____; Time: _____:_____ to _____:____

Equipment (fees may apply): _____

Will you be providing refreshments?: _____

☐ **Information Table:** Date(s): _____; Time: _____:_____ to _____:_____

***** No-show Fees***

Room Reservation no-show fee of $25 (minimally) *may be charged if you do not notify us of cancellations within one full business day of your event at (808) 956-7007. Your company will be billed directly through the Campus Center Meetings and Events office.*

Parking no-show fee of $5 (minimally) *will be billed to your company if you do not notify us of cancellations within one full business day of your event at (808) 956-7007. Your company will be billed directly through Mānoa Career Center.*

PLEASE PROVIDE QUALIFICATIONS DATA ON REVERSE SIDE

CANDIDATE QUALIFICATIONS

Position Requirements: (A list of Programs of Study is attached)

Major Study Field(s)	Degree Level(s) B M Ph.D.	Job Title/Description/ Program/Salary	Geographic Location(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Grade Point Average (if required): Overall _____ Major _____

Please check appropriate boxes for those candidates you wish to interview. Will interview for:

☐ Career Employment	☐ Summer Employment	☐ Part-time Employment
☐ Alumni	☐ Graduate Students	☐ Graduate Students
☐ Dec (Fall) ____ graduates	☐ Seniors	☐ Seniors
☐ May (Spring) ____ graduates	☐ Juniors	☐ Juniors
☐ Summer ____ graduates	☐ Sophomores	☐ Sophomores
	☐ Freshmen	☐ Freshmen

Student information requested in addition to resume: ☐ Academic transcript
☐ Other; specify: _____

Citizenship/Visa Requirements [Please check appropriate statement(s)]:

☐ Will interview ONLY U.S. citizens. (Please attach a letter stating your organization's exemption.)

☐ Will interview all interested candidates authorized to work on a full-time basis in the U.S. (i.e. permanent residency)

☐ Will ALSO interview candidates with practical training eligibility. (i.e. temporary visa)

Dress Code for Campus Interviews (Please check your preference for interview attire for candidates):

☐ Business Attire

☐ Business Casual (i.e. Dress shirt & tie (no jacket), Dress shirt, Aloha shirt)

Please submit completed forms to jennycho@hawaii.edu or fax to (808) 956-4082.
Questions or comments? Contact Jenny Chow at jennycho@hawaii.edu or (808)956-3591