

ON-CAMPUS INTERVIEWS RESERVATION FORM

Please complete this form with the required information and return to Jessica Caron in the career services office at jessica.caron@vaughn.edu. Contact Person will be notified when the arrangements are complete.

Maintenance, custodial, and security service needs are available and will be determined by the director of career services and the manager of institutional events.

Please provide a minimum of 14 business days' notice for reservation.

Date Submitted:

Organization:

Contact Person:

Contact Phone/ E-mail:

INTERVIEW INFORMATION

Please submit with your reservation form, a job description or link to online job listing detailing the responsibilities and qualifications for the position.

Position(s) interviewing for: _____

Interviewer (if different from Contact Person): _____

Visit Date: _____

Interviews are held beginning at 9:00 am and ending at 5:00 pm.

- 30 minute interviews with one hour lunch - allows 14 interviews
- 45 minute interviews with one hour lunch - allows 9 interviews
- Please let us know if you wish to create an alternate interview schedule

Interview Schedule: _____

Referral Process: _____

Additional comments/ special requests needed for on-campus interviews:

Return completed form to Jessica Caron, director of career services at jessica.caron@vaughn.edu. Forms must be submitted no later than 14 days in advance of reservation date.

For questions or additional assistance, contact Jessica by phone at 718.429.6600 ext. 148.