

Longwood University Academic & Career Advising Center

Recruiting Longwood Students for Jobs and Internships

COMPANY/AGENCY INFORMATION:

EMPLOYER NAME: _____ DIVISION/DEPARTMENT (OPTIONAL): _____
CONTACT PERSON: _____ TITLE: _____
EMPLOYER ADDRESS: _____
PHONE: _____ EXT: _____ FAX: _____
EMAIL: _____ WEBSITE: _____
COMPANY/AGENCY DESCRIPTION: _____

Please complete **PART A** for each available opportunity.

PART A—Posting An Opportunity

Type of Opportunity (check all that apply):

Full Time Internship Part Time Temporary/Seasonal (Summer) Volunteer

Title: _____

Select methods you would like to receive resumes:

Email Accumulate/Bundle Online Other, _____

Description: _____

Documents required: _____

Posting Date (date you want position to go live): _____

Posting Expiration Date: _____ Do Not Expire

Location: City _____ State _____ Country _____

Salary: _____ Travel Percentage: _____

Desired Start Date _____ Duration (seasonal, annual, temporary) _____ Approximate Hours Per Week _____

Qualifications: _____

Graduation Date or desired class level: _____

Desired Major(s) (please see list): _____

Desired work authorization: _____ Minimum GPA: _____

PART B—ON CAMPUS RECRUITING & INTERVIEWING

If you are interested in **recruiting** on campus, please contact Lynn Estes (434-395-2063) to work out the following arrangements

- Type of Session
- Date (please see calendar)
- Time
- Class Level

If you are interested in **interviewing** on campus, please contact Lynn Estes (434-395-2063) to work out the following arrangements

- Date
- Names of Recruiters
- Interview Length (30, 45, 60, other)
- Anticipated Time of Arrival
- Anticipated Interview Start Time
- Anticipated Interview End Time
- Additional requests of students (example: bring transcript)