

# PITTSBURG STATE UNIVERSITY

## Campus Recruiting Information Form (CRIF)

Career Services • 1701 South Broadway • Pittsburg, KS 66762-7522 • 620/235-4140 • Fax: 620/235-4008 • www.pittstate.edu/careers  
**Return this form at least five weeks prior to the interview date.**

### COMPANY INFORMATION

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_\_) \_\_\_\_\_  
e-mail \_\_\_\_\_  
www \_\_\_\_\_

### RECRUITERS

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

### INTERVIEW SCHEDULE INFORMATION

Interview Date(s) \_\_\_\_\_  
please call to reserve interview room(s)

#### SCHEDULE TYPE (PLEASE CHECK)

- Pre-Select Schedule (Post your schedule online **at least 4 weeks** prior to interview date. You will prescreen the resumes of interested candidates and select those to interview.)
- Open Schedule (Post your schedule **at least 2 weeks** prior to interview date and any qualified student may sign up.)

Number of Interview Schedules \_\_\_\_\_ Number of Interview Rooms \_\_\_\_\_

### INTERVIEW SCHEDULE

- Standard Schedule - 8:30 a.m.-4:15 p.m., twelve 30-minute interviews; lunch 11:45 a.m.-1 p.m.; two 15-minute breaks 10 a.m. & 2:30 p.m.
- Customized Schedule Start time: \_\_\_\_\_  a.m.  p.m. Start of last interview time: \_\_\_\_\_  a.m.  p.m.
- Length of Interview:  30 minutes  45 minutes  other \_\_\_\_\_
- Break times:  morning \_\_\_\_\_  lunch \_\_\_\_\_  afternoon \_\_\_\_\_

### POSITION INFORMATION

Position Title(s) \_\_\_\_\_

Job Type:  Full-time  Internship  Part-time/Summer

Qualifications: Degree:  Bachelors  Masters major(s) \_\_\_\_\_

Refer to list in Recruiter Handbook

Graduation Date(s):  Dec. \_\_\_\_\_  May \_\_\_\_\_  July \_\_\_\_\_  Alumni \_\_\_\_\_ Minimum GPA \_\_\_\_\_

Job Description \_\_\_\_\_

Please attach a job description

- Citizenship/Visa Requirements:  We will interview U.S. Citizens or Nationals only.  
 We will interview U.S. Citizens or Aliens who have the right to permanently work in the United States.  
(This does not include practical training only authorization.)  
 We will interview all interested/qualified students regardless of current work authorization or visa status.

#### The following documentation is needed from candidates scheduled to interview:

- Resume  Transcript  Employment Application  Other (please specify) \_\_\_\_\_

**INFORMATION SESSION**  Yes  No Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Needed:  TV/VCR/DVD  Overhead projector  LCD projector  Other \_\_\_\_\_

Refreshments \_\_\_\_\_

**Employers are expected to follow Affirmative Action/Equal Employment Opportunity guidelines in recruitment, hiring and employment practices.**

I affirm this practice: Signature \_\_\_\_\_ Date \_\_\_\_\_