



RICE UNIVERSITY
DEPARTMENT OF EARTH SCIENCE

http://earthscience.rice.edu/

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FALL 2016

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Mary Ann Lebar

I. General Contact Information

Company Name: _____

Contact: _____

Telephone: _____

Email: _____

II. Information Session Requests

Requested Date(s): _____

Time: _____

(Room to be Assigned)

Will your company provide dinner or snacks during/after the information session?

Yes

No

If yes, what arrangements would you like the Department to make for you, and what is your budget? Please provide specific instructions. e.g., Your preferred food supplier...the number of students you want to host and serve.

(Some suggestions that have worked well in the past are: Hungry's, Star Pizza, and Jason's Deli)

Equipment needed for information session: _____

III. Interview Positions

What type of position will you be looking to fill?

Internships

Full-Time

Geologists

Geophysicists

Check all whom you want to interview?

Undergrads

Master's Students

PhDs

Professional Masters

Must the applicant be a US citizen or authorized to work full-time in the US ?

Yes

No

Do you want us to manage your interview schedule with interested students whom you would like to meet?

Yes

No

(Please attach your internship and job descriptions as pdf files.)

IV. Interview Days

How many recruiters will interview the students? Please post their names and details below. _____

How many interview rooms do you need? _____

What time would you like to start interviewing? _____

What is the start time of last interview? _____

How long should each interview last?

30min

45min

60min

Would you like morning and afternoon breaks?

Yes Both sessions

Morning only

No

If yes, how long?

15min

30min

Would you like to have lunch with our faculty on the interview day(s)?

Yes

No

If yes, is there any particular faculty member you would like to have lunch with? _____

V. Recruiters

Please fill out the following information about your recruiters

Recruiter Name

Phone Number

Email Address

Recruiter Name

Phone Number

Email Address

Recruiter Name

Phone Number

Email Address

Please add another other comments or information we should know: _____



Please return this form to Mary Ann Lebar @ ML15@rice.edu