

On-Campus Recruitment Request

The University of Texas-Pan American Career Placement Services

1201 W. University Drive, Student Services Building, Rm. 2.101
Edinburg, Texas 78541
Phone: (956) 381-2243 Fax: (956) 381-2244

(Please type or print legibly)

Please send your On-Campus Recruitment Request to our office **at least 4 weeks** prior to your visit. Your interview schedule(s) are not confirmed until the completed Request form and the job description(s) have been submitted to our office. An email confirmation will be sent once your request has been processed. For additional information, please contact Celia M. Castañeda, Recruiting Coordinator at celia@utpa.edu or call 956/381-2243.

Main Contact

Name: _____ Title: _____
Organization: _____ Division: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Preferred method of contact *(Please check only one)*: Email Fax Mail

Secondary Contact

Name: _____ Title: _____
Organization: _____ Division: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Preferred method of contact *(Please check only one)*: Email Fax Mail

Information Sessions/Information Tables

Information Sessions usually occur the day prior to your on-campus interviews and are useful in disseminating information about your company. Sessions are open to all UTPA students and alumni. Students selected to interview are strongly encouraged to attend information sessions.

Are you interested in holding an information session? Yes No

If yes, date requested: _____ We would like food and refreshments: Yes No

Recommended times are: Noon – 1 p.m. 4 – 5 p.m. 5 – 6 p.m. 4 – 6 p.m.

Other time request: _____

Is Audio/Visual equipment needed: Yes No

If you will be using any of your own equipment please list here: _____

Interview Scheduling *(Interviews normally begin at 8:30 a.m. and end at 4:30 p.m.)*

Number of Schedules: _____

Schedule Details: Half – Hour increments (allows for 14 candidates) 45 minute increments (allows for 9 candidates)
 1 hour increments (allows for 7 candidates) Morning/Afternoon break times:

Date(s) of Interviews: _____ Interview Start Time: _____ Interview End Time: _____

