

INFORMATION SESSION

creating a presence on campus

Hosting an information session or reception is one of the easiest ways to attract students and establish a corporate presence on campus. These events help you provide students with information about career opportunities in your organization and enable students to ask questions in an informal manner. These information sessions can be exceptionally successful when done in partnership with student organizations and prior to on campus interviews. Typically held at the noon hour or in the early evening between 4:00 p.m. and 7:00 p.m.

PRICE

Information Sessions are \$75. An email will be sent advertising your company's event and it will also appear in the Calendar of Events.

COMPANY NAME _____

REPRESENTATIVE NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EXT _____ EMAIL _____

DATES NEEDED _____ WEBSITE _____

Please send a brief statement advertising your event to recruiting@mail.careers.ucr.edu, so that we can email students in advance.

PAYMENT DUE UPON ARRIVAL. Please fill this form out and email: recruiting@mail.careers.ucr.edu or fax: (951)827-2447 this form to the Career Center and your request will be processed. Also please email the text/images of your request to: recruiting@mail.careers.ucr.edu, this way the text can efficiently be put into the body of an email and get sent out to the students. By submitting to this request you are agreeing to all terms and conditions stated in this form. For any further questions, please feel free to call (951) 827-3834.

office use only

NAME OF EVENT: _____

Invoice Sent _____ Entered into Symplicity _____ On Website Front Page _____ DATE: _____

Confirmation email sent _____ Entered into Events Calendar _____ Cart Reserved _____ TIME: _____

Blurb received _____ Payment received _____ Parking Permit/Driving Directions sent _____ LOCATION: _____