



NMSU Career Services

Interview Schedule Intake

Contact Information

Employer Name:

Contact Name:

Contact Title:

Address:

City: State: Zip Code:

Phone: 800#: Fax:

Email: Website:

Interview Information

Interview Date #1: # of Schedules: First interview start time: Last interview start time: Interview length (minutes):

Interview Date #2: # of Schedules: First interview start time: Last interview start time: Interview length (minutes):

Interview Date #3: # of Schedules: First interview start time: Last interview start time: Interview length (minutes):

Available Position(s):

Employment Location(s):

Interview Type:

Open*
Pre-select**
During Career Fair
Other

Employment Type(s):

Full-time
Co-op / Internship
Fall
Spring
Summer

Classification:

Freshman
Sophomore
Junior
Senior
Graduate
Alumni

Degree(s):

Bachelor
Master
Doctorate

Major(s):

Graduation Date(s): Minimum GPA:

Additional Info:

* **Open Interviews:** students are able to sign-up and select from the available time slots if they meet the employer's requirements.

** **Pre-select Interviews:** offered through career fairs¹ or regular recruiting.²

¹ In conjunction with career fairs, sign-ups are conducted by the employer at the fair and interviews conducted the next day or later in the semester

² Pre-selection for regular recruiting requires a minimum of 21 working days prior to the interview date to allow for outreach and resume submission, employer resume review, and interview scheduling.

Tracking # (internal)