

# CAREER SERVICES

## *On-Campus Recruiting Request*



The Career Services of Central Piedmont Community College receives many requests from employers for recruiting students at our college campuses. In order to document how Career Services meets the needs of students and customers, all employers recruiting on campus are asked to complete this form and to abide by the attached **Expectations of Employment Professionals**.

1. **Please complete this form and fax it to the appropriate campus at least one week prior to the requested recruiting event. A Career Services representative will contact you to confirm receipt and complete the scheduling process.**
2. Employers may give fliers to Career Services for approval and posting on approved CPCC bulletin boards. All posters and flyers must contain the following information: company name, address, contact phone number (fax number or e-mail), and type of employment opportunity.
3. Recruiter must fill out and return **On-Campus Recruiting Report** to Career Services on completion of their recruiting activity. Career Services will provide this form the day of the recruiting activity.

Name of Company/Organization \_\_\_\_\_

Name of Recruiter/Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ EMAIL \_\_\_\_\_

Recruiter's mailing address \_\_\_\_\_

Physical address of job location (if different) \_\_\_\_\_

Current position(s) you are trying to fill \_\_\_\_\_

Briefly describe the employment opportunities at your organization. Also describe how your organization's activities will support and assist our students. \_\_\_\_\_

\_\_\_\_\_ URL \_\_\_\_\_

Signature of Recruiter \_\_\_\_\_ Date \_\_\_\_\_

Signature of CPCC Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Requested date of visit** \_\_\_\_\_ **Start time** \_\_\_\_\_ **End time** \_\_\_\_\_

Campus recruiting location: Circle and FAX to desired location(s) below.

Central Campus	Cato Campus	Levine Campus	Harper Campus	North Campus	Harris Campus (formerly West)
1325 E 7 <sup>th</sup> St.	8120 Grier Rd. @ WT Harris Blvd	2800 Campus Ridge Rd.	315 Hebron @ Nations Ford Rd.	11930 Verhoeff Dr. Huntersville, NC	Morris Field Dr. & Billy Graham Pkwy
CH 122	Room 125	LV 2139	Room 342	CL 1106	Room 1236
Tel: 704.330.6551	Tel: 704.330.4836	Tel: 704.330.4247	Tel: 704.330.4422	Tel: 704.330.4127	Tel: 704.330.4622
Fax: 704.330.6036	Fax: 704.330.4830	Fax: 704.330.4210	Fax: 704.330.4488	Fax: 704.330.4176	Fax: 704.330.4620