

You are invited to attend The University of Alabama in Huntsville's Spring Job Fair/Career Information Day and Interview Day.

Registration deadline for the Interview Day is February 13, 2008

Registration deadline for the Job Fair/Career Information Day is February 25, 2008

Due to limited space, you may be placed on a waiting list even if you submit your registration materials prior to the deadlines. Arrangements for paying registration fees may be made at a later time.

The **Job Fair/Career Information Day** will be on **Wednesday, March 12, from 9:00 A.M. until 1:00 P.M.** The event allows employer representatives to discuss career opportunities with current students. Graduating students and alumni will be interested in discussing employment opportunities and will provide employers with resumes. This event is also a great opportunity for establishing or maintaining a presence on campus, even if your organization is not currently hiring.

The **Interview Day** will be on **Thursday, March 13, from 9:00 A.M. until 4:30 P.M.** The Interview Day provides one-on-one interviews with graduating seniors, graduate students, and alumni for employers who are actively hiring or anticipate that they will have hiring needs over the next several months. Employers pre-select candidates based on an online resume drop held three weeks before the event and/or select candidates met on the preceding day at the Job Fair (if the employer participated).

Both events include a continental breakfast and refreshments. The Job Fair/Career Information Day does not close for lunch, but provides heavy hors d'oeuvres for a quick snack. The Interview Day includes a plated luncheon.

Registration Instructions

Job Fair/Career Information Day: Complete and return the *UAH Job Fair/Career Information Day & Interview Day Registration Form* and the *Job Fair/Career Information Day Arrangements Form*. The standard set-up provides a six-foot table with tablecloth and two chairs. Other options and special arrangements are available on the Job Fair/Career Information Day Arrangements Form.

Interview Day: Complete and Return the *UAH Job Fair/Career Information Day & Interview Day Registration Form* and the *Interview Day Form* (please note that there is a list of UAH majors on the back of the form). We honor employer requirements, e.g. major, graduation date, GPA, etc.

Both Events: If you wish to participate in the Job Fair/Career Information Day and the Interview Day, please complete and return all three forms.

Unable to attend?

Posting Jobs and Resume Referrals. Please call (256-824-6612) or fax (256-824-6039) or email (careers@uah.edu) our office for assistance with your employment needs. We will be happy to post your positions and/or **email you resumes** of qualified graduating seniors, graduate students, and alumni. You may also submit your request on-line at: www.uah.edu/careerservices Under "Employers" click on "Post Jobs." **Local employers** also have the option to post positions for off-campus student employment.

On Campus Recruiting. We will be happy to make arrangements for you to **come to our campus and interview** on a different date (at no charge). Organizations pre-select their interview schedules based on reviewing candidate resumes. We ask for at least a one month notice so your visit can be advertised. Call 256-824-6612 and ask for Joanie to make arrangements for interviewing.

UAH uses eRecruit by Experience.

Job Fair/Career Information Day Arrangements Form

TO PARTICIPATE, RETURN THIS FORM ALONG WITH YOUR JOB FAIR/CAREER INFORMATION DAY & INTERVIEW DAY REGISTRATION FORM.

If your organization will need extension cords, easels, or electrical outlets, please mark the appropriate sections below. **We recommend 6' table top or displays that will fit behind a 6' table.** Due to space limitations, *displays wider than 8 feet are not allowed.* Please contact the Office of Career Services at (256) 824-6612 if you have any questions or special requirements.

Name of organization _____

Names of representatives (**maximum of three at any one time**) attending (please indicate if UAH alumni)

- Need only basic set-up of a **six-foot** table with tablecloth and **two** chairs.
- Electrical outlet
- Extension cord
- Easel(s) number _____ (You are not allowed to use adhesives/tape on the walls)

Due to space limitations, NO DISPLAYS WIDER THAN 8 FEET

Please provide the following information so that we may advertise your organization's needs to our students and alumni.

Degree levels and majors that your organization usually hires (please see degree levels and majors available at UAH on the back of the "UAH Interview Day Form"):

Your organization's typical entry-level positions (job titles) and work locations:

Special requirements for employment: _____



The University of Alabama in Huntsville

INTERVIEW DAY FORM
Office of Career Services EB 117
Huntsville, AL 35899
Phone: (256) 824-6612
Fax: (256) 824-6039
careers@uah.edu
www.uah.edu/careerservices

Organization: _____

Address: _____

City/State _____ Phone: _____ Fax: _____

Name of person responsible for recruiting arrangements: _____

Title: _____ E-mail: _____

* Name, title, and email of person to select candidates for interviews: _____

Name(s) and title(s) of interviewer(s): _____

Interviewing for the following location(s): _____

Number and title of positions for which you are recruiting: _____

* This person will be emailed a user name and password to access our eRecruit system for reviewing resumes of candidates requesting interviews and selecting candidates for interviews.

Interview Day begins at 9:00 A.M. and ends at 4:30 P.M. Each interview schedule consists of 12 interviews lasting for 30 minutes each with one hour for lunch (provided) and two fifteen minute breaks.

Date of interviews: March 13, 2008 Number of schedules requested: _____

PLEASE CHECK ALL MAJORS OF RECRUITING INTEREST
LOCATED ON THE REVERSE SIDE OF THIS FORM

Will interview candidates who will graduate by at least:

- May 20, August 20, December 20

Other candidate requirements: _____

Will interview the following classifications of candidates. Please check all that apply.

- Non-immigration Visas, Permanent Residents, U.S. Citizens

If you only selected U.S. Citizens, please state the legal requirement for this request:

Organization: Hereby affirms it is an equal opportunity employer, offering employment without regard to Race, Color, Religion, Sex, National Origin, or Citizenship, unless legally required, and provides equal employment opportunity to Handicapped Individuals, Disabled Veterans, and Veterans of the Vietnam Era.

Name: Title: _____

Signature: Date: _____

Return this form along with the UAH Career Information Day/Interview Day Registration Form

The University of Alabama in Huntsville is committed to equal opportunity in employment and education. The University does not discriminate in any program or activity on the basis of race, color, religion, or national origin, or against qualified handicapped persons, and it maintains an affirmative action program for protected minorities and women.

PLEASE CHECK ALL FIELDS OF RECRUITING INTEREST

College of Business Administration

- Bachelor All
 Accounting
 Finance
 Management Business Administration
 Management Human Resource
 Management Information Systems
 Marketing
 Certificate in Accounting (Qualifies for CPA Exam in Alabama)
- Master All
 Accounting
 Business Administration (MBA)
 Management Information Systems
-

College of Engineering

- Bachelor All
 Aerospace
 Chemical
 Civil
 Computer
 Electrical
 Industrial & Systems
 Mechanical
 Optical
- Master All
 Chemical and Materials
 Civil and Environmental
 Electrical and Computer
 Industrial & Systems
 Mechanical and Aerospace
 Operations Research
 Software Engineering
- Ph.D. All
 Electrical and Computer
 Industrial & Systems
 Mechanical
-

College of Liberal Arts

- Bachelor All
 Art
 Communication Arts
 Web Design Cognate
 Education
 Elementary
 Middle School
 Secondary
 English
 Technical Writing
 Foreign Lang. & International Trade
- French
 German
 History
 Music
 Philosophy
 Political Science
 Psychology
 Russian
 Sociology
 Spanish
- Master All
 English
 Technical Communication
 History
 Public Affairs
 Psychology
 Reading Specialist (Education)
 TESOL (Education)
 Secondary Education
 Biology History
 Chemistry Mathematics
 English Physics
-

College of Science

- Bachelor All
 Biology
 Chemistry
 Computer Science
 Mathematics
 Optical Science
 Physics
 Certificate in Environmental Science
- Master All
 Atmospheric Science
 Biology
 Chemistry
 Computer Science
 Mathematics
 Physics
 Software Engineering
- Ph.D. All
 Atmospheric Science
 Chemistry
 Computer Science
 Mathematics
 Physics
-

College of Nursing

- Bachelor Master
-

Interdisciplinary Programs

- Ph.D. All
 Material Science
 Optical Science and Engineering