

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

Registration deadline for Interview Day is September 19, 2007  
Registration deadline for Information Day is October 3, 2007

Registration forms must be received by the deadlines. Arrangements for paying registration fees may be made at a later time!

The **Job Fair/Career Information Day** will be on **Wednesday, October 17, 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. Registration is **\$95.00**.

The **Interview Day** will be on **Thursday, October 18, 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 a resume drop held three weeks before the event and/or include candidates met on the preceding day at the Job Fair/Career Information Day (if the employer participated). Registration is **\$45.00**.

**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 for participating in both events is \$125.00.**

## 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 feel free to 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](http://www.uah.edu/careerservices) Under "Employers" click on "Post Jobs."

**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.

**Mark your calendars. The dates for the 2008 UAH Spring Job Fair/ Career Information Day and Interview Day are March 12 & 13.**



## 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, extra chairs, electrical outlets, etc., please mark the appropriate sections below. **We recommend 6' table top or displays that will fit behind a 6' table (no wider than 8 feet).** 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 attending (please indicate if UAH alumni) \_\_\_\_\_

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

**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 (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: E-mail:
Person responsible for recruiting arrangements:
Name: Title:
Name(s) and title(s) of interviewer(s):

Interviewing for the following location(s):

Number and title of positions for which you are recruiting:

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 an one hour lunch and two fifteen minute breaks.

Date of interviews: October 18, 2007 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 (eligible for training) 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 Administrative Science

- 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  
 Management Information Systems  
 Management of Technology
- 

### 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