**UAH Career Fair & Interview Day Registration Form**

**Career Fair, January 30, 2014 & Interview Day, January 31, 2014**

*Participation in Career Fair and Interview Day is open to companies for any*

***full-time, part-time, co-op and intern*** *hiring needs. This event is open to all current UAHuntsville students and our alumni.*

Early Registration Deadline: **December 1, 2013** Registration Deadline: **January 10, 2014**

Organization's Name

Contact's Name Title

Address Email

City State Zip Code Telephone

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| --- | --- | --- |
|[ ]  **Registration on or before December 1, 2013: Career Fair and Optional Interview Day** (Includes coffee, **two lunches** and booth at Career Fair and complete arrangements for Interview Day\* including interview space for **two**, interview schedule(s) and resume packet) \*Please complete the Interview Day form ONLY if you plan to attend Interview Day.  | **$175.00^** |  |
|[ ]  **Registration after December 1, 2013: Career Fair and Optional Interview Day** (Includes coffee, **two lunches** and booth at Career Fair and complete arrangements for Interview Day\* including interview space for **two**, interview schedule(s) and resume packet) \*Please complete the Interview Day form ONLY if you plan to attend Interview Day. | **$200.00^** |  |
|  | Additional Lunch(es) needed for **Career Fair** | **$20.00** |  |
|[ ]  **Interview Day ONLY**(Complete arrangements for Interview Day which includes interview space for **two**, interview schedule(s) and resume packet) | **$100.00^** |  |
| **TOTAL**  |  |

**^Cancellation policy: Full refund will be granted if cancellation occurs at least two weeks prior to the event (before January 16, 2014). No refund will be granted if cancellation occurs within two weeks of the event.**

[ ]  Payment enclosed (please print form and mail along with check to: **UAHuntsville** Please note “Career Fair” on your check.

 Madison Hall, Suite 111, Attn: Kellee Crawford

 Huntsville, AL 35899

[ ]  Payment will follow (please complete form electronically and email back or fax to 256-824-6039, use above address to mail check)

[ ]  Will pay by credit card

[ ]  Need invoice for payment

**For questions regarding Career Fair, please contact Kellee Crawford at**

**256-824-6938 or** **kellee.crawford@uah.edu**

**Spring 2014 Career Fair Arrangements Form**

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

**\*Electrical outlets will be available at each table; however, please be aware that we do not provide extension cords**.
**\*We recommend 8’ table top displays or displays that will fit in an 8’ booth space. (**Due to space limitations, we may be unable to accommodate displays wider than 8 feet.) Please contact Kellee Crawford at 256-824-6938 if you have any questions or special requirements.

Name of organization

Names of representatives attending - Please indicate if UAH alumni:

[ ]  Need tablecloth (a tablecloth is not included in the standard set-up)

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

Degree levels and majors that my organization usually hires (please see listing of degree levels and majors available at UAH):

My company hires co-ops/interns? Yes [ ]  No [ ]

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

[ ]  My organization has federal requirements for citizenship.

Additional special requirements:

|  |  |
| --- | --- |
|  | **INTERVIEW DAY FORM****Office of Cooperative Education & Career Development** **111 Madison Hall****Huntsville, AL 35899 256-824-6938** |
| Organization:  |       |
| Address: |       |
| City/State |        |  Phone:        |
| 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 provided information regarding access to our system for reviewing resumes and selecting candidates for interviews.***

**Interview Day begins at 9:00 A.M. and ends at 4:30 P.M. The interview day schedule consists of 12 interviews lasting for 30 minutes each with one hour allotted for lunch and two fifteen minute breaks. However, should you require a customized schedule, please contact us with your desired start and end times, length of interviews and number and duration of any breaks.**

**Will you be:**

Pre-selecting candidates for interview Selecting at Career Fair Combination

**If pre-selecting, please post positions on Charger Path (**[**http://uahcareer.experience.com**](http://uahcareer.experience.com)**) as soon as possible**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of interviews: | January 31, 2014 | Number of schedules requested: |       |

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:

|  |
| --- |
|       |

Our company 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: |       |

|  |  |
| --- | --- |
| 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 Master [ ] All

[ ]  Accounting [ ]  Accounting

[ ]  Acquisition Management [ ]  Business Administration (MBA)

[ ]  Finance [ ]  Information Systems/Information Assurance

[ ]  Management Business Administration

[ ]  Management Human Resource

[ ]  Information Systems

[ ]  Marketing

[ ]  Supply Chain Management

[ ]  Certificate in Accounting (Qualifies for CPA Exam in Alabama)

**College of Engineering**

Bachelor [ ]  All Master [ ]  All Ph.D.  [ ] All

[ ]  Aerospace [ ]  Chemical and Materials [ ] Electrical and Computer

[ ]  Chemical [ ]  Civil and Environmental [ ]  Industrial & Systems

[ ]  Civil [ ]  Electrical and Computer [ ]  Mechanical

[ ]  Computer [ ]  Industrial & Systems

[ ]  Electrical [ ]  Mechanical and Aerospace

[ ]  Industrial & Systems [ ]  Operations Research

[ ]  Mechanical [ ]  Software Engineering

[ ]  Optical

**College of Liberal Arts**

Bachelor [ ]  All Master [ ] All

[ ]  Art [ ]  French [ ]  English

[ ]  Communication Arts [ ]  German  [ ] Technical Communication

 [ ]  Web Design Cognate [ ]  History [ ]  History

[ ]  Education [ ]  Music [ ]  Public Affairs

 [ ]  Elementary [ ]  Philosophy [ ]  Psychology

 [ ]  Middle School [ ]  Political Science [ ]  Reading Specialist (Education)

  [ ] Secondary [ ]  Psychology [ ]  TESOL (Education)

[ ]  English [ ]  Russian [ ]  Secondary Education

 [ ] Technical Writing [ ]  Sociology [ ]  Biology [ ]  History

[ ]  Foreign Lang. & International Trade [ ]  Spanish  [ ]  Chemistry [ ]  Mathematics

 [ ]  English [ ]  Physics

**College of Science**

Bachelor [ ]  All Master [ ]  All Ph.D. [ ]  All

[ ]  Biology [ ]  Atmospheric Science [ ]  Atmospheric Science

[ ]  Chemistry [ ]  Biology [ ]  Chemistry

[ ]  Computer Science [ ]  Chemistry [ ]  Computer Science

[ ]  Earth System Science [ ]  Computer Science [ ]  Mathematics

[ ]  Mathematics [ ]  Mathematics [ ]  Physics

[ ]  Optical Science [ ]  Physics

[ ]  Physics [ ]  Software Engineering

[ ]  Certificate in Environmental Science

**College of Nursing**

Bachelor [ ]  Master [ ]  DNP [ ]

**Interdisciplinary Programs**

Ph.D. [ ]  All

[ ]  Material Science

[ ]  Optical Science and Engineering