ILLINOIS INSTITUTE OF TECHNOLOGY
Career Services

On-Campus Recruiting
Event Request Form

Thank you for your interest in recruiting at Illinois Institute of Technology. Please complete this form and email it to Celestine McGee at cmcgee1@iit.edu.

General

Company	
Billing address	
Company description (e.g.: from website)	
Majors desired	
Degree level	Bachelors | Masters | Certificates | Doctoral | Specialty teaching licensures | _____
Position type	Full-time | Part-time | Internship | Co-op | _____
Work authorization requirements *Not sure? Visit Employment Authorization*	US Citizens, Permanent US Residents (including Asylees and DACA), International Students, H-1B Visas

Contact Information

	Main Contact	**On-Site Contact Person** (if different)
Name		
Email		
Phone (primary)		

Event Type

Recruitment Events	Base costs	
On-Campus Interviews (OCIs)	$200-$500	
Employer-in-Residence	$150	
Employer Spotlight	$200	
Game Night	$150	
Hackathon	$150	
Information Table	$100	
Other: Custom Events (describe below)	Varies	
	Total	
Presence-Building Opportunities		
Please select an event from this list	N/A	

Date & Time

Preferred Date/s of Event	
Alternative Date/s of Event	
Event start and end times	Recommended: 12:50-1:40 for lunch hour Spotlights
Set-up/take-down times (if applicable)	

Set-up & Attendance

Do you have an event RSVP link? If not, do you require one?	
What is the anticipated/desired attendance?	
Do you require special set-up?	
Do you have catering needs? Catering is available for an additional cost. View our Catering Guide & Menu	

Audio-Visual Needs

Amount	Audio Visual Equipment
	Computer
	Screen/Projector Console with computer connection capability
	Microphone -- wireless, stand, lavalier (clip-on body mic)
	Other (please describe):

Social Media Links: this will help us promote and market your event

Website	
Facebook	
Other	

Recruiting Policies: Please review the recruiting policies posted on our website.

Sponsorship: There are a number of ways to advertise and/or build a stronger presence on campus: see employer sponsorship opportunities.

Promotion of Company Logo

If it is important that we display your logo on flyers, etc., please send us a vector logo (.eps), along with any other relevant marketing materials.