



RICE UNIVERSITY
DEPARTMENT OF EARTH SCIENCE

http://earthscience.rice.edu/

phone: 713-348-4493

email: soookie@rice.edu

FALL 2013

I. General Contact Information

Company Name: _____ Address: _____
 Contact: _____ Telephone: _____ Email: _____

II. Information Session Requests

Requested Date(s): _____ Time: _____ (Room to be Assigned) _____

Will your company provide dinner during/after the information session? Yes No

If yes, do you wish for the Earth Science Department to make all of the arrangements? Yes No

If you need assistance, please let us know your budget for food. \$ _____

Who is your preference for the food supplier? _____
(Some suggestions that have worked well in the past are: Rice Catering, Hungry's, Star Pizza, and Jason's Deli)

Equipment needed for information session: _____

III. Interview Positions

What type of position will you be looking to fill? Internships Full-Time

Are you looking for geologists or geophysicists to fill the position(s)? Geologists Geophysicists

Whom do you want to interview? Undergrads Master's Students
 PhDs

Must the applicant be a US citizen or authorized to work full-time in the US? Yes No

Would you like to prescreen applicants? Yes No

If yes, by what date would you like to receive the resumes/transcripts? _____

(Please attach an applicable job description as pdf files.)

IV. Interview Days

How many recruiters will interview the students? _____

How many interview rooms do you need? _____

What time would you like to start interviewing? _____

What is the start time of last interview? _____

How long should each interview last? 30min 45min 60min

Would you like morning and afternoon breaks? Yes No

If yes, how long? 15min 30min

Would you like to have lunch with our faculty on the interview day(s)?

If yes, is there any particular faculty member you would like to have lunch with?

V. Recruiters

Please fill out the following information about your recruiters

Recruiter Name	_____
Address	_____
Phone Number	_____

Email Address	
Recruiter Name	
Address	
Phone Number	
Email Address	
Recruiter Name	
Address	
Phone Number	
Email Address	