

On-Campus Recruiting Registration Form

Please fill out the form below. The Liberty University Career Center will contact you within 48 business hours to follow-up.

Organization Name:		Is your organization a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recruiter's First Name:	Last Name:	<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	
Street Address:		Office Phone: ()	Cell Phone: ()
P.O. Box:	City:	State:	ZIP Code:
Email Address:		Position Title:	

Recruitment dates must be set in advance. We ask for your on-campus recruiting scheduling to be completed at least 5 businesses days prior to your arrival.

STEP ONE: Please check the desired field(s) that you would like to utilize during your visit:

Recruiting Booth <input type="checkbox"/>	Conference Room <input type="checkbox"/>	Informational Session <input type="checkbox"/>	Interviews <input type="checkbox"/>
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Recruiting Booth: Employers who reserve a recruiting booth will have a table, chairs, and a black tablecloth to use during their visit. Internet & electricity are available upon request.

Conference Room: The Career Center's Conference Room can also be utilized for interviews, presentations, or other sessions desired. This space can hold approximately 20 people seated.

Informational Session: Employers are welcomed to host informational sessions in classrooms or our own conference room for interested students.

Individual Interviews: If on-campus recruiters would like to interview students during their visit, please make the Career Center aware of this need. A conference room or comparable facility will be provided at your request.

STEP TWO: Please list two preferred dates and times of availability:

[Typical recruiting hours are in alignment with the Career Center's office hours: **8am-4:30pm, M-F**]

Date:	Start Time:	End Time:
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Date:	Start Time:	End Time:
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STEP THREE: MARKETING

We use the following means to market your visit. Please make sure to fill out the necessary information we need to market YOU best!

- The Career Center Website
- Liberty's Electronic Announcement Page
- The Career Center Bulletin Board
- Informing Specific Departments:

Please select no more than three specific schools that are of particular interest to you:

<input type="checkbox"/> General/Interdisciplinary Studies	<input type="checkbox"/> School of Aeronautics	<input type="checkbox"/> School of Business
<input type="checkbox"/> College of Arts & Sciences	<input type="checkbox"/> School of Engineering & Computational Sciences	<input type="checkbox"/> School of Law
<input type="checkbox"/> School of Government	<input type="checkbox"/> Liberty Baptist Theological Seminary	<input type="checkbox"/> School of Education
<input type="checkbox"/> School of Religion		

To find more information for specific majors within each school, please visit www.liberty.edu/academics.

STEP FOUR: Email your completed form to the Event Coordinator at careerevents@liberty.edu.

Additional Requests/Comments:

DIRECTIONS TO THE CAREER CENTER:

As you enter the main entrance on University Blvd, continue straight to the first stop sign. Go through the stop sign and on the right you will see the Arthur S. DeMoss Learning Center. Turn right into the DeMoss Hall parking lot and park in the spaces labeled "VISITOR." Walk to the right of the stairs and enter the double doors underneath the stairway. Continue straight through that hallway and take a left when the hallway splits. The Career Center will be on your left.

CHECK IN:

Upon your arrival to Liberty University's campus, please **CHECK IN** with the Event Coordinator in the Career Center's office. If you have any questions or concerns throughout your visit, please contact the Event Coordinator or another Career Center representative to assist you.

QUESTIONS?

If you have any questions prior to your arrival, please contact the Career Center by calling **434-592-4109** or emailing careerevents@liberty.edu.