**Employer On-duty Program**

Your organization is invited to participate in the Career and Student Employment Services Employer On-duty program at Western Michigan University.

Employer on-duty allows students to participate in either a resume critique session or practice job interview conducted by industry recruiting professionals. Recruiters may use their organization’s interview materials, or our office can provide practice interview questions. Students learn from the constructive feedback and suggestions for improvement from recruiters which helps them become seasoned interviewers. Recruiters are also given the opportunity to promote their company and culture, discuss available opportunities for employment, and outline what skill set and competencies they seek in student candidates.

Please complete the form below indicating the dates and times you are available to visit and conduct student resume critiques or practice interviews. If you are available for more than one session in a semester, please include the date(s) in the comments section. Students will sign-up for interviews using WMU’s career website, BroncoJOBS.

**Event Type**:

  

**Dates & Time Available:**

Fall 2014 #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please select a start time-Please select an end time

 #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please select a start time-Please select an end time

 #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please select a start time-Please select an end time

Comments: ****

Spring 2015#1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please select a start time-Please select an end time

#2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please select a start time-Please select an end time

#3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please select a start time-Please select an end time

Comments: ****

**Recruiter Information:**

Name:  Job title:

Company Name:  Phone: 

Title of positions/majors for which you typically interview:



**Thank You!**

To confirm your participation, please email the completed form to: cses-oci2@wmich.edu

Questions? Contact Employer Relations Team at (269) 387-2745.