

## Career Development Visiting Employer Reservation Form

Please complete and return this form to the Career Development office at least **two weeks in advance** of your visit to finalize your reservation.

Today's Date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Representatives to be present during visit: \_\_\_\_\_

Requested Visit Date (M-F only): \_\_\_\_\_ Requested Visit Time: \_\_\_\_\_

Space Requested:

- Hallway table near Alumnae Dining Room - best for informal contact with a variety of students – high visibility, high traffic location**
- Parkway Place - (opens at 11:00am), good during meal times and for recruiting traditional and non- traditional students.
- Cyber Café - (opens at 11:00am), good if recruiting diverse ages, traditional and non- traditional students
- Library Café - (opens at 8am) good if recruiting diverse ages, traditional and non- traditional students
- HL 116 – (open 9am-5pm) best for on-campus interviews, holds 6 people.
- North Dining Room - (opens at 11:00am) good during meal times and for recruiting traditional students living on campus.

Brief (2-4 sentences) description of organization/visit to be sent out through Mount Mary campus announcements:

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Additional comments or requests: \_\_\_\_\_

*By signing this form you are stating you certify you are an official representative of the above-mentioned company and you have received and agree to the Visiting Employer Policies form.*

*By signing this form, the above company releases, Mount Mary University from any and all liabilities. Companies recruit at their discretion and own risk, operating under their own company's worker's compensation insurance.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to:**

Carol Julin | Advising & Career Development | Mount Mary University  
2900 North Menomonee River Parkway | Milwaukee, WI 53222-4597  
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