



**REQUEST TO INVITE CANDIDATE TO CAMPUS**

Name of Candidate \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Position To Be Filled \_\_\_\_\_

Proposed Date(s) of Campus Interview \_\_\_\_\_

**NOTE: DRAFT INTERVIEW SCHEDULE AND RESUME MUST ACCOMPANY THIS FORM AND THE REQUIRED SIGNATURES OBTAINED PRIOR TO INVITING A CANDIDATE TO CAMPUS.**

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Director/ Project Director

\_\_\_\_\_ Date \_\_\_\_\_

Human Resources

**FOR HUMAN RESOURCES USE ONLY**

\* \_\_\_\_\_ \*  
\* **Confirmed Arrangements** \*  
\* \_\_\_\_\_ \*  
\* Accommodations \*  
\* Where \_\_\_\_\_ \*  
\* \_\_\_\_\_ \*  
\* When \_\_\_\_\_ \*  
\* \_\_\_\_\_ \*  
\* Complimentary Dining Cards \*  
\* Dates \_\_\_\_\_ \*  
\* \_\_\_\_\_ \*  
\* HR Interview With \_\_\_\_\_ \*  
\* \_\_\_\_\_ \*  
\* HR Interview Date/Time \_\_\_\_\_ \*  
\* \_\_\_\_\_ \*

\_\_\_\_\_ Received Interview Schedule  
\_\_\_\_\_ Received Resume