

**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

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**FOR HUMAN RESOURCES USE ONLY**

* _____ *	_____ Received Interview Schedule
* <b><u>Confirmed Arrangements</u></b> *	
* _____ *	_____ Received Resume
* Accommodations *	
* Where _____ *	
* _____ *	
* When _____ *	
* _____ *	
* Complimentary Dining Cards *	
* Dates _____ *	
* _____ *	
* HR Interview With _____ *	
* _____ *	
* HR Interview Date/Time _____ *	
* _____ *	