

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:

- North Dining Room* - (opens at 11:00am) good during meal times and for recruiting traditional students living on campus.
- 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.
- Hallway near Alumnae Dining Room*** –high visibility, high traffic location - best for informal contact with a variety of students

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

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
Ph. 414-930-3245 | Fax: 414.930.3700 | Email: julinc@mtmary.edu