



Organization Name:	
Contact Person:	
Contact Phone:	
Contact E-mail:	
Resume Drop Announcements/Date:	
Resume Drop Ends:	
Resumes Forwarded / Delivered Date:	
Candidate Selection Date: (selections back from company)	
Interview Scheduling Begins:	
Interview Schedule Completed / Forwarded to Company:	
Interview Date(s):	
Number of Interview Schedules: (1 schedule for each interviewer) Determines # of Rooms needed	
Interview Start Time:	
Interview Time Intervals:	
Lunch Or Break Requested: (time)	
Final Interview Time:	
Job Title(s) for Interviews:	
Degree(s) / Major(s) Accepted:	
GPA Minimums Required? GPA requirement:	Yes / No If yes, GPA_____
International Students Considered?	Yes / No
Transcript Required for Interview?	Yes / No
Additional Steps Required: (ex. Do you want students to also register on your online Career website?)	

(Dark Gray Areas to be filled out by ORU Career Services)

QUESTIONS? CALL ORU CAREER SERVICES: 918-495-6912
PLEASE EMAIL TO CAREERS@ORU.EDU OR FAX TO: 918-495-6710