



INTERVIEW REQUEST FORM—ACADEMIC YEAR 2009-2010

Employer _____
 Contact Name¹ _____
 Title _____

Date _____
 Phone _____
 Email _____

Before submitting requests, please refer to Cornell’s recruiting calendar and deadlines associated with interview dates for both students (apply start/end dates; interview sign-ups) and employers (candidate selection, etc.); see career.cornell.edu... Employers... Scheduling Interviews.

Division or Business Group	Job Title (e.g. Fixed Income Analyst)	# Schedules	Date Choices (3 required)			Position Type: Full-time; Summer; Combined				Interview Length ²				All Eligible Degree Levels ³			Majors	
			1 st Choice	2 nd Choice	3 rd Choice	Full-time	Summer	Combined	Other	30 min.	45 min.	60 min.	Other	Bachelor's	Master's	PhD	All Majors	Options ⁴
	1.																	
	2.																	
	3.																	
	4.																	
	5.																	
	6.																	

¹ If you are not the primary contact for the above business groups, please provide that contact’s name in the space provided (page 2).
² Most interviews are 30 minutes in length.
³ For MBA recruiting, contact The Johnson School at 607.255.4888
⁴ We offer customized recruiting options and would be pleased to speak with you to discuss your needs. If you are not interviewing students from all majors, please indicate which of the following majors are in your target group:

Job # (above): _____ Engineering/Tech Sciences Liberal Arts Business/Finance/Economics Human Resources Labor Relations Hospitality Other (specify) _____
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CONTACTS for other divisions for which you are scheduling (if applicable):

Division or Business Group _____
 Division or Business Group _____
 Division or Business Group _____

Contact Name _____
 Contact Name _____
 Contact Name _____

SPECIAL REQUESTS / NOTES

KEY RECRUITING DATES AND HOLIDAYS

Fall 2009 Recruiting Period	September 29 (Tu)—December 4 (F)
First day of classes	August 27, 2009 (Th)
General Interest Career Fair	September 15 (Tu)
Technical & Engineering Career Fair	September 16 (W)
<i>No interviews scheduled (all offices):</i>	
Yom Kippur	September 28 (ends Sundown)
Fall break	October 12 (M)—October 13 (Tu)
Thanksgiving break	November 25 (W)—November 30 (M)
ILR Employers:	
ILR intern recruiting period	October 19 (M)—December 4 (F)
ILR Career Fair (no interviews in ILR)	October 20 (Tu)
Spring 2010 Recruiting Period	January 27 (W)—May 6 (Th)
First day of classes	January 25, 2010 (M)
<i>Super Bowl*</i>	<i>February 7 (Su)</i>
<i>Valentine's Day*</i>	<i>February 14 (Su)</i>
<i>President's Day</i>	<i>February 15 (M)</i>
<i>Passover</i>	<i>March 29 (M)—April 5 (M)</i>
<i>Good Friday</i>	<i>April 2 (F)</i>
<i>No interviews scheduled in Barnes:</i>	
Nonprofit Career Fair	March 4 (Th)
<i>No interviews scheduled (all offices):</i>	
Spring Break	March 19 (F)—March 28 (Su)
ILR Employers:	
ILR recruiting period	February 8 (M)—May 6 (Th)
ILR Sophomore Futures Fair	February, date TBA
Engineering Employers:	
Co-op preferred interview dates	February 11-12; 18-19; 25-26 (Th)
Co-op receptions	February 10; 17; 24 (W)
Spring Career Fair	February, date TBA

* Some interviewers prefer not to travel on these dates prior to a Monday interview schedule.