Quinsigamond Community College

Career Services

ON-CAMPUS RECRUITMENT REQUEST FORM

COMPANY NAME: _____

Recruiting Date: _____ Time: _____ to _____

JOB POSITION(S)

Contact person: _____ Title: _____

2nd contact/backup: _____ Title: _____

Mailing address: _____

_____

Phone: _____ E-mail: _____

STAFF USE ONLY:

SET-UP: ( ) HLC ( ) Downtown

____ Table(s) # ____ Chair(s) Other:_____

Communication:
- ( ) Facilities reservation on web site
- ( ) QCC Portal/Plasma screen request to Donna Harvey
- ( ) Confirmation letter with directions and parking pass
- ( ) Update Events Calendar
- ( ) Add to CC's calendar

Return via e-mail or fax

Email: careerservices@qcc.mass.edu
Fax: (508) 854-4426