

Required Information

Company Name:

\_\_\_\_\_

Listing Title:

\_\_\_\_\_

Job Type:

\_\_\_\_\_  
(internship, entry-level, or experienced)

Desired Major(s):

\_\_\_\_\_

\_\_\_\_\_

Location:

\_\_\_\_\_

\_\_\_\_\_

Listing Deadline:

\_\_\_\_\_  
(mm,dd,yy or “no deadline”)

Job Start Date:

\_\_\_\_\_  
(mm,dd,yy)

Work Schedule:

\_\_\_\_\_  
(part-time or full-time)

Should it be emphasized that candidates are authorized to work in the US? \_\_\_\_\_

Job Description:

# Recommended Information

(Recommended information is valuable for match algorithms to help find the best suited applicants)

Required GPA:

\_\_\_\_\_  
(GPA to two decimal places)

Recommended GPA:

\_\_\_\_\_  
(GPA to two decimal places)

Transcript on File:

\_\_\_\_\_  
(Required, recommended, or neither)

Required Years      Recommended Years

Technical Skills:

|       | Required Years | Recommended Years |
|-------|----------------|-------------------|
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |
| _____ | _____          | _____             |

## Recommended Information Cont'd

(Recommended information is valuable for match algorithms, helping you find the best suited applicants)

Minimum Required

Year In School:

\_\_\_\_\_

Min. Recommended

Year In School:

\_\_\_\_\_

Options:

Freshmen

Sophomore

Junior

Senior

Bachelors

Pursuing Masters

Masters

Pursuing PhD

PhD

Compensation:

\_\_\_\_\_

(Paid, unpaid, or variable)

Pay Range:

\_\_\_\_\_

Relocation Stipend:

\_\_\_\_\_

(Yes or no)

Recruiter Name:

\_\_\_\_\_

Email:

\_\_\_\_\_

Phone: ( \_\_\_\_\_ )

\_\_\_\_\_

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\_\_\_\_\_