



**New Jersey City University**  
**Academic Career Planning Request for Off-Campus Meetings**

**NJCU Staff Member Name:**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**Date of Appointment & Return to Campus:** \_\_\_\_\_

	Mon	Tue	Wed	Thurs	Fri	AM/PM	_____
Appointment Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Return to Campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Employer Recruitment Name/Address of Employer:**

Name of Firm: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

**Contact Information:**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Major(s) you are recruiting for:**

\_\_\_\_\_  
\_\_\_\_\_

**Other** (please specify)

\_\_\_\_\_



**Job Openings:**

	Co-op/Intern Summer	Co-op/Intern Fall	Co-op/Intern Spring	Senior	Under Graduate	Graduate	Alumni
Full Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Full Time Internship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part Time Internship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Not Applicable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**List available positions:**

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**Next Steps:**

- Confirm Job Description
- Add Employee to PlacePro
- Add Employer to College Central
- Find Candidates
- Submit Resumes
- Other (please specify)

**Site visit approval:** \_\_\_\_\_



**New Jersey City University**  
**Academic Career Planning and Placement Request for Off-Campus**  
**Conference/Professional Development Meetings**

Name of Organization: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Returning to campus: \_\_\_\_\_

(Y)/(N)

Request for ½ day: \_\_\_\_\_

Request for full day: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**Approved:** \_\_\_\_\_