

**Rinker School of Building Construction  
On Campus Interview and Information Session Form**

Company Name: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact E Mail: \_\_\_\_\_

Phone/ Fax: \_\_\_\_\_

Phone/ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

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

Date/ Time: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

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

Date/ Time: \_\_\_\_\_

1 of 2 rooms: \_\_\_\_\_

Open/ Pre-Selected: \_\_\_\_\_

Send Resumes? Email? Fax?: \_\_\_\_\_

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**Instructions for Interviewing Process/ Information Sessions**

There are various ways to recruit and below are the options BCN offers for interviews and information sessions:

You may conduct information sessions from 6-8 pm in a classroom and conduct interviews the following day in one or two of our interview rooms (Room 141, 143). In this case, you will need to provide an advertisement for the information session and interviews, allowing students to sign up in our main office (RNK 304) for the interview sessions. We usually block off a half hour for each interview.

You may conduct pre-selected interviews, in which you have scheduled interviews with students ahead of time, and use our facilities.

Space within Rinker Hall is limited so please call in advance to schedule info sessions and interviews, especially around the time of our fall/spring career fairs. You may conduct socials off campus which we will be glad to advertise as well. In the event space cannot be found, the Reitz Student Union, on campus, offers small conference rooms as well for no charge.

Please contact Kim Stanley for questions/ concerns: (352) 273-1187 or [kimms@ufl.edu](mailto:kimms@ufl.edu).