

APPENDIX C

Prince Mohammad Bin Fahd University

JOB POSTING / RESUME EXCHANGE / COLLECTION FORM

ORGANIZATION _____

CONTACT NAME _____ TITLE _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

CONTACT EMAIL _____ COMPANY WEB ADDRESS _____

TELEPHONE _____ FAX _____

1. Graduation dates for which you will be interviewing:

Month ____ Year ____ PMU Alumni ____

Future Graduation Dates _____

2. Majors required: _____

3. Degree level (indicate all that apply): ____Bachelors ____ Executive MBA

4. Citizenship:

Are you required by law, regulation, executive order, or government contract to limit hiring only to KSA citizens? ____Yes ____No

Will you hire international students for practical training as allowed by immigration law or for a position that requires a worker visa status? ____Yes ____No

5. Would you like to post this position in our career services database system? ____Yes ____No

6. Would you like Career Services to search for candidates in our career services database system? ____Yes ____No

7. Would you like students to submit their own resumes through Career Services for interviews at your site? ____Yes ____No

Minimum GPA: _____ (Highest = 4.0)

Position Description

Title(s) _____

Position Description (You may attach additional pages): _____

Position Type: ____Full-Time ____Part-Time ____Temp ____Co-Op ____Internship

Salary: _____

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In signing this form, you declare and confirm the availability of the above position and information.

Signature of Organization Contact

Date

Please mail or fax completed form to:
Recruiting Coordinator
PMU Career Services
Address

Telephone: xxxxx

Fax: xxxxxx