

Employer Visit Information Form

CASNR Career Services is happy to support you as one of our career partners during your time on Oklahoma State University's campus. To better meet your needs during your visit, we ask that you fill out our employer visit information form. Please follow these instructions and keep in mind, **you must submit a new form for each day you intend to be on campus.**

- 1. Date of Visit:** Fill in the date (MM/DD/YYYY) you intend to be on campus. **Three weeks advance notice is required.**
- 2. Half- or Full-Day Check Box:** Select the check box next to the length of day you would like to have planned.
- 3. Preferences:** Use the drop-down boxes to identify the activities you would like to have included in your visit. Please list them in order of preference. Only select an item once. Due to OSU scheduling, not all options may be fulfilled.
- 4. Additional Comments:** Use this section to let us know what time you would like to start and end the day. You may also include any other comments or accommodations you have.

Date of Visit:

Company:

Half-Day Visit

Full-Day Visit

Preferences

Preferences

Contact Name

Phone Number

Email

Address

Additional Comments

Please email completed form to Taylor Harbuck.

Taylor Harbuck
Student Development Coordinator
CASNR Career Services
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taylor.harbuck@okstate.edu

