



<b>Experience Host:</b>	Company / Organization Name		
<b>Location:</b>	City, State		
<b>Job Title:</b>	Title of Business Experience		
<b>Reports to:</b>	Name and / or Title	<b>Salary:</b>	Rate per Hour or Stipend / Bonus Amount
<b>Anticipated Start Date:</b>	Month/Day/2009	<b>Hours per Week and Duration:</b>	# of Hours and duration of Experience
<b>Number of Positions:</b>	1	<b>Travel Required:</b>	Y/N
<b>General Description of Experience</b>			
Please use this space to provide a statement describing the duties, responsibilities, most important contributions and outcomes for the position listed above. Include information regarding special projects, reporting structure and duration of business experience.			
<b>Experience Requirements</b>			
Please use this space to list the minimum requirements.			
<b>Class standing:</b>			
<b>GPA:</b>			
<b>Major:</b>			
<b>Skill set requirements</b>			
<b>Competencies (including level of proficiency needed):</b>			
<b>Type of person that succeeds in this type of position (list characteristics):</b>			
<b>Security clearance, Confidentiality Agreement, or Licensing required (Y/N):</b>			
<b>Experience Details</b>			
<b>Is Start Date flexible? (Y/N):</b>			
<b>Hours of normal business operation (e.g. M–F, 8a–5p):</b>			
<b>Is an Organization Orientation Required? (Y/N):</b>			
<b>Orientation Date / Time / Location:</b>			
<b>Company Information</b>			
Briefly describe company, including information on the specific division and/or business unit for the Experience, website, etc.			
<b>Describe Corporate Culture</b>			
Briefly describe the environment (e.g. fast-paced, frequency of overtime, etc.):			
<b>Application Process</b>			
How should students apply:			
<b>Statement</b>			
Would you like the below statement to be added to your posting? Y/N:			
<b>{Name of organization} is an EQUAL OPPORTUNITY, ADA EMPLOYER and a SUBSTANCE-FREE WORKPLACE</b>			
If you would like the statement added, should we indicate your organization is:			
<b>Equal Opportunity</b>		<b>Y/N:</b>	
<b>An ADA Employer</b>		<b>Y/N:</b>	
<b>A Substance-Free Workplace</b>		<b>Y/N:</b>	
<b>EMPLOYER INFORMATION (REQUIRED) – FOR DATABASE ONLY - WILL NOT BE PUBLISHED TO STUDENTS</b>			
<b>EMPLOYER ADDRESS:</b>		<b>LOCATION ADDRESS (if different than main):</b>	
<b>MAIN PHONE:</b>		<b>MAIN FAX:</b>	
<b>CONTACT NAME:</b>		<b>CONTACT TITLE:</b>	
<b>CONTACT EMAIL:</b>		<b>CONTACT PHONE:</b>	