

**Employer Request for Campus Visit
Central New Mexico Community College
Job Connection Services
Student Services Center, 1st Floor
(505) 224-3060**

Organization Name	Organization website address
Contact Person Name	Contact Email address
Phone Number	Fax Number
Name of attending recruiter	Email address & phone # for recruiter
Name of alternate recruiter	Email address & phone # for recruiter

List Jobs(s) currently posted in CNM’s Suncat Career Connection. **This is a requirement for on-campus recruiting. To post a job, go to www.cnm.edu/postajob**

Specific Majors sought for open positions: _____

Are you seeking current students, CNM graduates, or both? Number of positions to fill: _____

Hiring and Networking Events are held on the first Wednesday of February, April, Sept. and Oct. from 11 a.m. – 1 p.m. Proposed month for your visit:

Job Connection Services will set up a 5 foot table and 2 chairs for your use in a high student traffic area. You will have access to WiFi. Students are told they can ask recruiters for feedback on their resumes, information about career paths and company culture at your organization and that some recruiters will conduct interviews, practice or actual. The Event will be held on Main Campus, at 900 University Blvd SE, Rm 108. You’ll receive a confirmation email with parking pass information once your visit is approved.

Job Connection Services will advertise and promote your event in the College Calendar, Student Newsletter, JCS Job Announcements page and with emails. To reserve space for your organization, please complete this (fillable) form and return it to us by e-mail or fax it to (505) 224-3073. We begin accepting registrations for these events on the first day of the preceding month. We have space for only 20 tables so the earlier in the preceding month your completed registration form is returned, the more likely we will have an open slot for you.

**We expect employers to stay for the entire event. Please arrange for back up if this isn’t possible for you.
Thank you.**