

JOB REFERRAL



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Chicago, Illinois 60625-4699
Phone: (773) 442-4692
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JOB LOCATION & DEVELOPMENT
PLACEMENT OFFICE / OFFICE OF STUDENT AFFAIRS

Date: _____

The Student Employment Office at Northeastern Illinois University is pleased to refer:

Last First SSN: _____

For _____ Full-Time _____ Part-Time Employment

Phone: () _____ E-Mail: _____

*Student is responding to your ad. We have been instructed to Fax a resume to you.
This applicant has been pre-interviewed by our staff and appears to be qualified for the position of:*

Job #: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: () _____ Fax: () _____

Interview Date: _____ Time: _____

To Employer: Please complete the following vital information:

Student Hired: () Yes, Wages \$ _____ Starting Date _____ Hrs per wk _____

Student Not Hired: () No, Close Job _____ Extend Job Opening _____

Please complete this form upon conclusion of the interviewing process and fax the referral form to us.
We appreciate your cooperation in this matter. These forms help us with our end of year report.

	Yes	No
Career Matched:	()	()
Career Related:	()	()

Employment Counselor

For Office Use Only			
Date	Init.	Date	Init.
_____	_____	_____	_____

No Answer: _____ Left Message: _____