



Information Request

School/University:.....
Completed by:.....
Date:.....

Please provide a summary of your term/semester timings

Please provide full contact details of the key contact(s) who manages graduate or undergraduate internships, and/or alumni affairs (full name, job title, email address, direct telephone number, postal address)

How many final year students do you have graduating on average every term or semester?

How many undergraduates do you have on average that are seeking internships or training placements every term or semester?

What is the standard duration of the internship or training placement that your students typically complete?

Information Request

How do you currently advertise undergraduate and/or graduate job/training opportunities within your school or university?

How do you currently advertise alumni job opportunities within your school or university?

We would like to include you in our monthly 'job flash' newsletter, where we email you a list of our current opportunities. This can then be displayed or forwarded to your undergraduates, graduates and alumni. Please supply the contact name and email address to which we can send this list.

Could you kindly list any partner schools or universities that you work with that could benefit from our services?



Information Request

We would like to place our website link on your website, and vice versa. Please can you provide the contact details of the person within your organisation who looks after this area?

Do you currently have a h-g-r poster on display within your school/university to publicise our free services to your students?

YES NO

If not, would you be willing to display one please?

YES NO

If yes, please can you provide the contact and postal address to whom we should send the posters?

Once complete, kindly email the form to contact@h-g-r.com or send by Fax:
E-Fax: + 44 870 622 00 32 when sending from outside UK
0871 661 6856 when sending within UK

Thank you.