



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?

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?



Information Request

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 completed, kindly email the form to contact@h-g-r.com

Kind regards,

Hospitality Graduate Recruitment, www.h-g-r.com