



# CAREER SERVICES

## Employer Handbook

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## ADVANTAGES OF RECRUITING AT THE EVANS SCHOOL OF PUBLIC AFFAIRS

For more than 45 years, the Evans School has provided comprehensive, high-caliber education for current and future leaders in the public, nonprofit, and private sectors. We offer Master of Public Administration, an Executive Master of Public Administration, and Ph.D. in Public Policy & Management degrees. Some of the reasons to consider recruiting interns and employees from the Evans School include:

### Top Ranking

The Evans School is ranked 14<sup>th</sup> overall and 6<sup>th</sup> among public schools of public affairs in the United States by *US News & World Report* in their latest rankings (2008). The Evans School also is earned top honors in a number of policy specializations, including 4<sup>th</sup> in Environmental Management and Policy, 5<sup>th</sup> in Nonprofit Management, 13<sup>th</sup> in Public Management Administration, and 16<sup>th</sup> in Public Policy Analysis.

### Curriculum

The Evans School offers its students an education tailored for the needs of government, nonprofit, and policy consulting or research organizations, including:

- Policy analysis, policy implementation, and public administration
- Statistics (two courses required) as applied to policy or management questions
- Economics, financial management, and budgeting
- Policy research (an applied research project is required for graduation for most students)
- Writing (including memos and reports), and presentation/communication
- Performance measurement
- Measuring organizational performance and managing workflow.

### Experienced Candidates

Upon admission, the average number of years of professional work experience among Evans School students is 3.2 years per person. The range of professional work experience is anywhere from 0 to 26 years.

- Many students come with a wealth of work, volunteer, and internship experiences
- Most students are also required to complete a minimum of **400 work hours of internships** for a government, nonprofit, or private organization, in an area related to their professional goals and requiring them to use a substantial amount of analytic or managerial knowledge
- The Evans School also attracts a number of midcareer professionals who have an average of 5-9 years of professional work experience
- Career Services maintains close connections with alumni and Executive MPA students, who often have 10+ years of experience.

### **Commitment to Public Service**

Evans School students are specifically interested in improving the quality of public and nonprofit service. The Evans School strives to educate leaders to meet community challenges with compassion, vision, analytic rigor, and practicality.

### **Both Local and International Strengths**

Many Evans School students have a strong grounding and knowledge of local and regional affairs and a commitment to work in the region; many are interested in relocation to other areas, and many have an international focus—approximately 42% of students speak at least one language in addition to English. About 29% of the class of 2010 worked professionally abroad (including Peace Corps) for at least six months or more.

### **Research Expertise**

Evans School students must complete a degree project that involves working closely with a faculty member to research a topic of interest. The project may include a joint research project with several students and a faculty member through one of our [Public Service Clinics](#), or a professional research project for an employer or another agency that is completed under faculty supervision. Through this project, students utilize their excellent analytical, research, presentation, and writing skills, and also often use interviewing and statistical analysis to gather data.

### **Specific Policy Expertise**

In addition to their general training, Evans School students can specialize in various issues, and take additional courses in specific areas such as:

- Education & Social Policy
- Environmental Policy & Natural Resources Management
- International Affairs
- Nonprofit Management
- Urban & Regional Affairs

### **Successful Graduates**

- 93% of Evans School students are employed or continuing their education within six months of graduating. Employment of graduates includes:
  - Public sector: 53%
  - Nonprofits: 31%
  - Private sector and other: 16%.
- Average annual salary (2008): \$50,625 (MPA), \$65,680 (midcareer MPA), \$52,700-\$80,000+ (Executive MPA)
- Our graduates obtain positions with duties including:
  - Analysis/research
  - Program administration
  - Budgeting/financial management
  - Communications/public relations
  - Consulting

- Fundraising
- Legislative staffing
- Program planning
- Service delivery
- Training and management
- A total of 97 Evans School graduates have been selected for the prestigious Presidential Management Fellowship Program, a fast-track federal management training program.

### **High-Quality, Free Recruiting Services**

The Evans School Career Services staff is committed to providing fast, convenient, free recruiting services to employers, including access to our exclusive job and internship database, on-campus presentations and interviewing, participation at events, and much more.

## HOW TO RECRUIT AT THE EVANS SCHOOL

Whether you need to hire an intern, a full-time staff person, or an experienced hire candidate, the Evans School is happy to accommodate you. There are a number of ways to recruit our students:

### 1. Post a job description

Posting a job description—which includes position title, responsibilities, location, experience required, application instructions, and a recruiting contact—is essential to attracting student interest. Posting a salary range is also very helpful when appropriate. All postings are advertised electronically to students and alumni. Candidates interested in your job opportunity will submit a resume either to our office in an official resume drop or directly to your office.

Post a position description in our EvansJobs database at <http://evansjobs-csm.symplcity.com/employers> (select “Register and Post a Job at the Evans School”, or if you already have an account, log in and post the position). By posting in EvansJobs, you have complete control over the listing, and can remove it or extend the deadline at any time. You may also email your listing to [evansjob@u.washington.edu](mailto:evansjob@u.washington.edu). Microsoft Word (.doc or .docx) or plain text (.txt or .rtf) files are best.

*Recruiting timeframe:* We encourage your organization to promote both permanent positions and internships in your recruiting activities. Summer interns are often your best emissaries for promoting your organization to other students.

Recruiting for permanent positions usually takes place in the winter and spring, though some organizations recruit as early as fall, and summer internship interviews are usually held in March or April. However, interviews for both permanent positions and internships can be arranged year-round. We encourage employers to provide at least one month of turnaround time between posting a position description and hiring a candidate.

### 2. Conduct an on-campus presentation or brown bag session

Provide students with an opportunity to learn more about your organization and to meet your employees by planning a recruiting information session or presentation. You can make powerful impressions by exposing students to your organization through either senior executives or recent alumni. Highly knowledgeable senior managers can deliver your message in a way that conveys your serious commitment to recruiting Evans School students, and recent alumni can share what their day-to-day experiences are like on the job. We encourage you to host either presentation-style or invitation-style social gatherings.

*Recruiting information session times*

The best times to hold information sessions are on Tuesday or Wednesday at 5:00 pm. Presentations usually last 30 minutes followed by a 30-minute question-and-answer session. We will be glad to reserve a room for you within Parrington Hall.

### *Refreshments*

We encourage you to consider serving refreshments, if your organization it is willing and able to do so, as many students are off to class after the session. Someone from your organization will need to make the arrangements.

### *Audio/Visual*

If your organization has audio-visual needs for your recruiting information session such as a laptop or LCD projector please let us know and we will make the necessary arrangements.

### **3. Review the Evans School online resume book**

You can target individual students who fit your desired candidate profile by reviewing our online resume book on our website. To access the resume book use your EvansJobs username and password at <http://evansjobs-csm.symplcity.com/employers>. If you have not used the system in the past, go to the website and click on "Register" to create a new account.

### **4. Schedule On-Campus Recruiting Interviews**

Career Services begins accepting reservations in May of each year for the upcoming year of recruiting information sessions and interview dates. Call 206.616.1609 to schedule your recruiting activities. Within at least two weeks of securing your dates, you must submit a job description to [evansjob@u.washington.edu](mailto:evansjob@u.washington.edu). The Evans School equal opportunity statement/recruiting agreement form at the end of this document should be signed and faxed to Career Services at 206.543.1096.

### *Interviewing space on-campus*

Career Services does not have a designated space of its own in Parrington Hall to conduct interviews. If given enough lead time, we can seek out and reserve a room for you within the building. When conducting interviews for our students, please check in to 109 Parrington Hall at least 15 to 20 minutes before your first interview. We will provide you with the interview schedule and any other interview-related information at that time. Phones, fax machine, and a copy machine are available.

### *Second-round interview dates*

Recruiters typically conduct second-round interviews at their organizations' offices. However, the Career Services Office would be pleased to arrange for second-round interviews at the Evans School.

### *Types of interview schedules*

Recruiters are encouraged to schedule invitational (closed) interviews, although under special circumstances we will work with recruiters to schedule open interviews.

### *Student invitations*

Career Services must receive written or email invitation lists from you that clearly state which students have been selected for an interview on your invitational schedule.

Career Services will coordinate the sign-up process. We recommend that you also send us a list of alternate students who will be permitted to sign up on your schedule if other students decline an interview. **Interview selections must be made no later than 1 week prior to the interview date.**

### *Open schedules*

Organizations may use open schedules to interview students. Students obtain spots on open schedules through a first-come, first-served basis. Therefore, the open schedule will provide you with a good indication of student interest in your organization.

Students need clear job descriptions including special requirements, such as language skills or work authorization.

### *Finalizing interview schedules*

We will send a preliminary schedule three working days before your interview date and a final schedule one business day before your interview date. If you would like to invite additional students once you have received your preliminary schedule, please notify our office of your selections and ask the invitees to sign up at least one business day prior to the interview date.

### *Canceling interview schedules*

If you must cancel an interview schedule after students have signed up, please notify them of your cancellation directly, by phone or by email. Also, contact the Career Services office and we will be happy to provide you with contact information for the students involved. Please, only cancel when your organization has a serious emergency. Late cancellations can reflect poorly on your organization.

**We have three options for interview schedules, shown below.** Interview schedules have been developed in conjunction with class schedules and activities. When you call to schedule your interview slots, note which schedule you would like.

***30-Minute Interviews (12 students)***

8:40-9:00 a.m.	Check-in
9:00-9:30	Interview 1
9:30-10:00	Interview 2
10:00-10:30	Interview 3
10:30-10:45	Break
10:45-11:15	Interview 4
11:15-11:45	Interview 5
11:45-12:15 p.m.	Interview 6
12:15-1:15	Lunch
1:15-1:45	Interview 7
1:45-2:15	Interview 8
2:15-2:45	Interview 9
2:45-3:00	Break
3:00 -3:30	Interview 10
3:30-4:00	Interview 11
4:00-4:30	Interview 12

***45-Minute Interviews (9 students)***

8:40-9:00 a.m.	Check-in
9:00 -9:45	Interview 1
9:45-10:30	Interview 2
10:30-10:45	Break
10:45-11:30	Interview 3
11:30-12:15 p.m.	Interview 4
12:15-1:15	Lunch
1:15-2:00	Interview 5
2:00-2:45	Interview 6
2:45-3:00	Break
3:00-3:45	Interview 7
3:45-4:30	Interview 8
4:30-5:15	Interview 9

**60-Minute Interviews (6 students)**

8:40-9:00 a.m.	Check-in
9:00-10:00	Interview 1
10:00-10:15	Break
10:15-11:15	Interview 2
11:15-11:30	Break
11:30-12:30 p.m.	Interview 3
12:30-1:30	Lunch
1:30-2:30	Interview 4
2:30-2:45	Break
2:45-3:45	Interview 5
3:45-4:00	Break
4:00-5:00	Interview 6

## **DEVELOPING A PRESENCE AT THE EVANS SCHOOL**

Generating awareness among students is critical to a successful recruiting effort. The following activities are ways for recruiters to develop a presence at the Evans School.

### **Develop a Marketing Plan**

Whether you are new to recruiting at the Evans School or have a long history of hiring our graduates, many students will be learning about your organization for the first time. There are several strategies you can employ to effectively raise student awareness on campus, identify interested candidates, and evaluate potential matches.

We encourage you to call our assistant director of career services at 206.221.7698 to discuss a strategic marketing plan to fulfill your recruiting goals.

### **Work with a Student Group**

There is a rich diversity of educational and career interests among our student population. These interests are reflected in the many student groups at the school. Student groups are a vital tool for exposing students to organizations within specific industries, locations, and interest areas. They sponsor a variety of career-related events such as speakers, panel discussions, and forums. Participating in these events can be helpful in raising awareness about your organization before interviews begin. You may want to begin planning activities with the chairs during the summer.

You can request a list of groups and group chairpersons by calling the Career Services office at 206.616.1609.

### **Sponsor a Summer Internship Scholarship**

In order to enable students to take challenging summer internships in nonprofit and public agencies that cannot afford to pay salaries to their interns, the Evans School has established a fund to support those with unpaid or low paid summer internships. Your contributions can increase your visibility on campus and enhance your recruiting efforts.

Call the director of Career Services at 206.616.1609.

### **Network with Alumni**

If you are an alumnus/a of the Evans School, we welcome your involvement in alumni activities, conferences, panels, and other networking events. Contact Alumni Relations at 206.685.2882.

### **Make a Competitive Job Offer**

Each summer, we compile job and salary statistics and publish the Evans School report for the previous graduating class. All organizations can access this report on our [website](#).

If you would like to offer strategy with us, please call the director at 206.616.1609.

## RECRUITING GUIDELINES

The Evans School believes that it is in the best interest of students, recruiters, and the school to establish guidelines during the recruiting process to promote fair and ethical behavior. We would appreciate your assistance in promoting a fair recruitment process by acting in accordance with the following guidelines.

### **Interview Process**

In accordance with University of Washington policy, the Evans School does not discriminate against any person on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a Vietnam era or disabled veteran in admission to, access to, treatment in, or employment in its programs and activities. Accordingly, the school makes its facilities available to recruiting organizations whose practices are consistent with its policy.

In order to provide students with an equal opportunity to be considered by your organization, we request that recruiters not use testing instruments, such as questionnaires, to prescreen for first interviews.

### **Job Offers**

To avoid any misunderstandings, please notify a student in writing of the major elements of a job offer. We ask students to notify employers as soon as possible of their decision, since their acceptance may have implications for classmates on your waiting list.

We ask that recruiters not pursue students who have already accepted job offers from another employer, as this practice can damage relationships with students, other recruiters, and the school. Withdrawing job offers, whether verbal or written, violates professional standards and may put students in a difficult position. If your firm is considering retracting an offer for whatever reason, call the director of career services immediately to discuss the situation.

Retracting on job offers is a serious issue. If a student is concerned about his or her employment decision, let us know. We may be able to help the student think through the issues and make the right choice for themselves and the organization(s) involved.

### **Notify Career Services of Any Concerns**

Occasionally, a participant in the recruiting process violates specific rules or general standards of propriety.

Inform Career Services of any student who does not appear for an interview by the end of your interview schedule. If a student misses an interview, we may revoke his or her recruiting privileges.

For assistance regarding such incidents, call the director of Career Services, at 206.616.1609.

## EVANS SCHOOL ACADEMIC PROGRAM OVERVIEW

Each year, over 400 students are enrolled in the Evans School's degree programs. The unifying principle of the Evans School is a sincere dedication to public service. Several programs are offered through the Evans School, and your recruiting may be targeted towards hiring students from one or all of these degree programs.

To discuss the most appropriate candidates for your hiring needs, contact the Director of Career Services, at 206.616.1609.

### **Degree Programs**

The Evans School Master of Public Administration (MPA) is designed for students with three to nine years of relevant work experience. Students complete 60 credits of course work, including core requirements, an internship, and a degree project. Most students enroll full-time and generally take two academic years (six quarters) to complete their degree. We enroll approximately 150 MPA students each year.

Peace Corps Master's International MPA Track students complete one academic year (three quarters) at the Evans School, embark on two years of Peace Corps service, then return to the School for one or two quarters to complete coursework and their degree project.

The Executive MPA meets the needs of high-level executives with 10 or more years of work experience. Core courses include a rich learning experience addressing leadership, negotiation, organizational culture, human resource management, performance measurement and financial analysis, critical thinking and effective communication. We enroll between 35 and 40 students each year in this 18-month program.

Our Ph.D. Program in Public Policy and Management prepares the next generation of researchers and educators seeking challenging careers in university programs, policy organizations, and think tanks. Its interdisciplinary curriculum draws heavily on theoretical and methodological foundations in policy analysis and management in a broad array of domestic and international contexts.

The program is highly selective and attracts students from around the U.S. and abroad who draw on the strengths of faculty at the Evans School and across the University of Washington in developing their research programs. We enroll three to five Ph.D. students each year in this four-year program.

## INTERNSHIP GUIDELINES & DEVELOPMENT

Graduate-level interns are a valuable resource for your organization. By hiring an Evans School intern, your organization stands to gain:

- The professional skills of an MPA student
- Fresh insight and new perspectives on policy issues
- Assistance on short-term projects
- A low-risk recruitment opportunity
- The close involvement of the Evans School Faculty

### **Arranging Internships**

The flexibility of the Evans School's academic program enables students and employers to tailor internships to fit the needs of the individual and the organization.

The assistant director of Career Services supports students in locating and securing a challenging, quality internship that is relevant to their field of study. The Career Services office can assist you by publicizing information about your internship, and by answering any questions you may have about developing the position. Once advertised, students apply and are hired directly through your organization.

Within two weeks of starting the internship, students work with their organization supervisor(s) to complete a contract including a scope of work, the student's learning objectives, and the organization's expectations.

### **Supervision and Evaluation**

Because the internship is a degree requirement, the Evans School expects its students to participate in well-managed, worthwhile internships that hold real learning potential for the student. Employers are expected to provide appropriate supervision and evaluation during the internship to ensure that students produce high quality work. The student intern evaluates his or her internship agency at the completion of the internship to provide a reference for future students. The intern supervisor is required to evaluate the intern's performance and the preparation the student has received as part of the Evans School MPA coursework.

Due to the number of students, Career Services staff are not able to check in with each individual supervisor. It is up to the student and/or supervisor to bring a concern to Career Services. We are always happy to work with you to promote a beneficial experience for all parties involved.

### **Salaries and Length**

Starting/ending dates, hours per week, and salary (if it is a paid internship), can vary. If you cannot afford a salary, some students may still be interested if they perceive it to be a highly rewarding project. Most graduate students are funding their own education and must look for paid internships. The average salary range for Evans interns is \$15 to \$24 an hour. This is an outstanding value for the quality of work they do.

### **Internship Requirement Details**

The Evans School requires that each student complete a graduate level internship involving work that utilizes substantive analytical and/or managerial knowledge to solve problems at the level of:

- Policy/program development
- Policy/program implementation
- Policy/program evaluation

To fulfill the internship requirement, a student must work at least 400 hours (roughly three months full-time or the equivalent part-time). While most students choose to intern the summer after their first year of study, the Evans School advertises internships and assists students seeking work throughout the year.

## DEVELOPING INTERNSHIP JOB DESCRIPTIONS

Do you have a project that requires professional expertise? Do you lack the staff and the money to do it? You need a graduate intern. With a little effort, you can produce great projects while providing a valuable experience for an Evans School master's student.

Our master's students generally have two to five years of work experience in addition to graduate training in areas as varied as policy analysis, planning, public management, budgeting and fiscal policy, program evaluation, and a variety of specific policy topics. Graduate interns are prepared to think strategically, analyze rigorously, and communicate clearly.

Our MPA degree requires most students to do a professional internship in their areas of interest. Between 70 and 100 students each year are looking for a great internship experience. It's up to you to compete for this talent effectively by posting an interesting position.

### Posting an Internship Job Description

You may self register and post opportunities directly to the Evans School's EvansJobs system. There is no charge to post positions; simply visit the [EvansJobs](#) website and click on "Employer." You may also send internship job descriptions for posting directly to Evans School Career Services at [evansjob@u.washington.edu](mailto:evansjob@u.washington.edu).

### Information to Include in Your Internship Job Description

- **Organization:** Tell them about your organization and refer them to your website. Give them a context for the project they will do.
- **Project:** Describe the specific internship project you need completed. Give them enough detail to help them understand why you need this and how it contributes to the mission and work of your organization. If you have a clear timeline for the project and an important deadline to meet, include that information as well.
- **Other Duties and Responsibilities:** List the other things the intern will be expected to do or learn during the internship. Keep in mind that these are graduate students. Although everyone does some tedious tasks, the majority of a graduate internship should be challenging project work.
- **Qualifications:** Describe the qualifications you want in an intern and be specific. If you need someone fluent in Spanish or skilled at Microsoft Access, include it here. Also specify communications skills, verbal or written, and any other skills or knowledge the student would need to be successful. If they have to have a car, work in the evening, or other special requirements, include that information, too.
- **Logistics and Compensation:** Include starting/ending dates, hours per week, salary (if this is a paid position), any other conditions of employment. Be clear about what you can pay. If

you cannot afford a salary, some students may still be interested if the project is rewarding enough. However, most graduate students are funding their own education and must look for paid internships. The average salary for Evans interns is \$15 to \$24 an hour. This is an outstanding value for the quality of work they do. If you can't pay your intern, think of other compensation you could offer - commuting stipend, low cost housing, free lunches, free parking, etc. Students may also be interested in using your data in their professional master's degree project papers.

- **Application Requirements:** Give clear application instructions so students submit exactly what you want; this might include resume, cover letter, writing sample, reference list or letters of reference. Specify if you accept mailed, e-mailed or faxed applications. Give exact contact information and let them know if they can call with questions.
- **Deadline and Application Timeline:** Give a specific deadline for applying (we recommend at least two weeks during the school year and a month during breaks or over the summer). Also specify your timeline for the hiring process—when you hope to interview and when you will make your final decision. If you are looking to hire a summer intern, students are actively seeking internships January through April.

If we can facilitate this process for you by scheduling on-campus recruitment information sessions or interviews, please let us know. Also, contact us at any time with questions about recruiting a strong pool of candidates.

## DIRECTIONS TO THE EVANS SCHOOL

Evans School of Public Affairs  
University of Washington  
Career Services  
109 Parrington Hall  
Box 353055  
Seattle, WA 98195

### Driving Directions

#### Traveling North on I-5

##### Option 1: Underground Parking

From I-5 northbound, take the NE 45<sup>th</sup> Street exit (#169). Turn right onto NE 45<sup>th</sup> Street. Continue east about one quarter mile to 15<sup>th</sup> Avenue NE and turn right. Head south on 15<sup>th</sup> Avenue three blocks to NE 41<sup>st</sup> Street. Turn left at Gate #1 into the Central Plaza Garage. Stop at the gatehouse inside the garage for directions and a parking permit.

##### Option 2:

From I-5 northbound, take the NE 45<sup>th</sup> Street exit (#169). Turn right onto NE 45<sup>th</sup> Street. Continue east about one half mile to 17<sup>th</sup> Avenue NE. Turn right onto the main campus. Stop at the Gate #2 for directions and a parking permit.

#### Traveling South on I-5

##### Option 1: Underground Parking

From I-5 southbound, take the NE 45<sup>th</sup> Street exit (#169). Turn left onto NE 45<sup>th</sup> Street. Continue east about one quarter mile to 15<sup>th</sup> Avenue NE and turn right. Head south on 15<sup>th</sup> Avenue three blocks to NE 41<sup>st</sup> Street. Turn left at Gate #1 into the Central Plaza Garage. Stop at the gatehouse inside the garage for directions and a parking permit.

##### Option 2:

From I-5 southbound, take the NE 45<sup>th</sup> Street exit (#169). Turn left onto NE 45<sup>th</sup> Street. Continue east about one half mile to 17<sup>th</sup> Avenue NE. Turn right onto the main campus. Stop at the Gate #2 for directions and a parking permit.

### Parking

The daily parking fee is \$11/day between 6am and 4pm weekdays. Stop at a gatehouse as you exit campus for a prorated refund if you paid with cash and you were parked on campus less than 4 hours. An evening rate begins at 4pm and is \$5/evening. Campus parking may be paid with cash or a Visa/MasterCard.

## Campus Map Illustrating Parrington Hall

An enlarged map is available at

<http://www.washington.edu/home/maps/northcentral.html?PAR>



### **Equal Opportunity Statement/Recruiting Agreement**

In accordance with University of Washington policy, the Evans School of Public Affairs does not discriminate against any person on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a Vietnam era or disabled veteran in admission to, access to, treatment in, or employment in its programs and activities.

Accordingly, the School makes its facilities available to recruiting organizations whose practices are consistent with this policy.

We ask that recruiters not pursue students who have already accepted job offers from another employer, as this practice can damage relationships with students, other recruiters, and the school.

Withdrawing job offers, whether verbal or written, violates professional standards and may put students in a difficult position. If your firm is considering retracting an offer for whatever reason, call our office immediately to discuss the situation. Reneging on job offers is a serious issue. If a student is concerned about his or her employment decision, please let us know. We may be able to help the student think through the issues.

Please notify a student in writing of the major elements of a job offer.

Sign below to confirm your agreement with these practices.

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Recruiting organization's name

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Recruiting organization's address

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Signature of authorized representative

Date

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Print name of authorized representative

Title of authorized representative

Email or fax this completed form to:

Career Services

Fax: 206.543.1096

evansjob@u.washington.edu