

Guidelines

- Please save the form to your desktop before completing. Click SUBMIT to send to careerservices@csc.edu
- Submit the form approximately three weeks prior to the desired date
- Complete one form per topic/target audience

Requestor Information

| | |
|--------|--------------------------|
| Name: | Department: |
| Title: | Reason for Presentation: |
| Email: | Phone: |

Presentation Information

| Presentation Topic (check all that apply) | | |
|---|-----------------------|-----------------------|
| Acing the Interview | Choosing a Major | Personal Branding |
| Career Coach | Job Search Strategies | Resume & Cover Letter |
| Career Decision Making | Networking | Other _____ |
| Career Investigation | | |

Target Audience: Students Staff Faculty Other _____

| Date | Time Start | Time End | Location | Estimated Attending |
|------|------------|----------|----------|---------------------|
| | | | | |

Additional Information

What do you hope is gained by the audience with this presentation?

For Office Use Only

Approved Denied

Assigned to: _____

Date Received: _____

Processed by: _____

Date Completed: _____

Participants in Attendance: _____