



# ON-CALL EMPLOYER REFERRAL

STUDENT EMPLOYMENT OFFICE

Student Employment Office  
77 UCB  
Boulder, CO 80309-0077  
303-492-7349 Fax: 303-492-4544  
stdemp@colorado.edu

DATE: \_\_\_\_\_

Upon completing this form, students registered with the on-call service will be sent an email with your job information. If they are interested, they will contact you directly. If you have an email address, you will also be sent an email to confirm the job was sent. We email 15 students at a time, if you do not receive a respond from this group, please contact us and we can email another group of 15 students.

Please circle email distribution list you would like to use:

CHILDCARE CLERICAL/COMPUTER MISCELLANEOUS (any job not covered by other lists)

GENERAL LABOR (includes moving, snow shoveling, cleaning, painting, etc.)

JOB TITLE: \_\_\_\_\_

PAY RATE: \_\_\_\_\_ DATES OF APPOINTMENT: \_\_\_\_\_

LENGTH OF APPOINTMENT: \_\_\_\_\_ # OF POSITIONS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Where did you hear about our on-call service? \_\_\_\_\_

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Please call, email, or fax back to us as soon as possible for following statistical information:

How many CU students were hired? \_\_\_\_\_

Rate of pay per hour? \_\_\_\_\_ Number of total hours: \_\_\_\_\_

Was there a performance problem with your student? \_\_\_\_\_

Office Use Only

Date email sent \_\_\_\_\_ Initials \_\_\_\_\_

Date Stats entered \_\_\_\_\_ Initials \_\_\_\_\_

**Colorado**  
University of Colorado at Boulder