

Information & Recruitment Days Registration form

Please return by **13 January** to
Ms Véronique Rousselle Martella

or

Ms Fabienne Stanzione Toscan

Employer Relations Officers

Tel: ++41 21 785 13 68/69 - Fax: ++41 21 785 13 61

Email: rec@ehl.ch

Company:

Address:

ex: +41 217851111

Tel:

Fax:

E-mail:

Website:

Date of visit: (d/m/yyyy)

At what time will you arrive at EHL? (HH:MM)

At what time will you leave EHL? (HH:MM)

Contact person to organize your visit:

Last name, First name

Position

EHL Alumnus/na

Yes No

Will be present at EHL Yes No

Visiting representatives:

Experience has shown that the presence of an EHL Alumna/us or young graduate, who plays an active role within your Company, has a positive influence on our students, who can relate to her/his career path.

Last name, First name

Position

EHL Alumnus/na

Yes No

Yes No

Yes No

Yes No

Presentation:

(60 minutes, including a question & answer session)

Will be held in **12:30** or **18:30**
English or **French**

Equipment:

We provide beamer, overhead projector, screen, video recorder, loud speakers, flip chart, and wireless connection.

You may also use your own laptop, memory stick or CD Rom, or send your presentation by email beforehand to rec@ehl.ch.

For organisation reasons, please inform us in advance if you need to borrow one of our laptop.

Interviews:

Selection Criteria(s) (which will be communicated to students prior to your visit):

-
-
-
-

Curriculum vitae of students asking for an interview:

CV's will be sent to you by email 10 days prior to your visit

Would you like to select the students? Yes No

If so, please send us your selection list one week prior to your visit.

Please kindly note that we will not provide hard copies of the CVs.

Scheduling:

We will provide you with an interview schedule

Time: from _____ **to** _____ (HH:MM)

How much time would you like for each interview? _____ minutes (HH:MM)

flexible, depending on number of interviews

How many rooms will be necessary for these interviews?

Are there any other specifications you would like to make regarding the organization of your interviews?

-
-
-
-

Will you be recruiting interns?

Yes No

Would you like to receive a summary of our internship rules & regulations?

Yes No

Offered positions:

Please send us the job descriptions (they will be made available to students)

Internships in Operations

Kitchen, Service, Housekeeping, Reception

Preparatory Year

16 weeks of internship
between 02.04.12 and
16.09.12

Yes No

**Diploma in Hotel
and Restaurant
Management**

24 weeks of internship
between 09.07.12 and
28.01.13

Kitchen, Service, Housekeeping, Reception

Yes No

**Diploma in Hotel
and Restaurant
Management**

24 weeks of internship
between 09.07.12 and
28.01.13

Rooms Division

Yes No

F&B Division

Yes No

Human Resources

Yes No

Finance / Accounting

Yes No

Marketing / Public Relations / Sales

Yes No

Other (please specify):

Yes No

**Bachelor of Science
Programme**

20 weeks of internship
between 04.06.12 and
18.11.12

Rooms Division

Yes No

F&B Division

Yes No

Human Resources

Yes No

Finance / Accounting

Yes No

Marketing / Public Relations / Sales

Yes No

Other (please specify):

Yes No

Exact dates of internships must be agreed directly with students.

Will you be recruiting graduating students of the Bachelor of Science Programme

Yes No

the Bachelor students will be graduating in July 2012

Will you be recruiting graduating students of the Master Programme

Yes No

the Master students will be graduating end of August 2012

Will you be recruiting EHL Alumni

who have several years of professional experience
(Master, Bachelor or Diploma Programmes)

Yes No

They will be informed of your visit through our website

Would you be interested in receiving information about our job platform ?

Yes No

Offered positions :

Please send us job descriptions (they will be made available to graduating students and alumni)

Areas of activities	Grad. students (Bachelor Progr.)	Grad. Students (Master Progr.)	Alumni
Rooms Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F&B Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance / Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing / Public Relations / Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization of your visit:

Lunch at EHL:

Presentation at 12:30

Would you like to have lunch at 11:30?
(set up of your presentation at 12:15)

Yes No

Presentation à 18:30

Would you like to have lunch the day following your presentation?

Yes No

Others:

Beside your presentation and meal, in order for your representatives to make the most of their visit, we suggest the following:

- a) Campus tour with a student ambassador (45 min.) Yes No
- b) Meeting with Faculty Members Yes No
If so, please specify the domain/s:
- c) Meeting with Faculty Directors (30 min.)
- Bachelor Programme Yes No
- Diploma Programme Yes No
- Master Programme Yes No

- d) Meeting with INTEHL, "EHL Institute of Innovation and Entrepreneurship", (30 min.) the first Business Incubator in Hospitality Industry. The department is also responsible for Business Development and Partnerships Yes No
- e) Meeting with "Lausanne Hospitality Consulting" (LHC) (30 min.) This department is responsible for the continuing education of hospitality professionals and consulting Yes No
- g) Meeting with the students of (15-30 min.)
- Student Council Yes No
- Bachelor Programme Yes No
- Diploma Programme Yes No
- Master Programme Yes No

Informal meeting with students:

Networking Cocktail after 18:30 presentations only

We offer you the possibility to invite students interested in a career opportunity within your company for a drink after the 18:30 presentation.

Are you interested in inviting students for a cocktail?
(see price list below).

Yes No

Networking Cocktail price list:

Payment to be made directly after the cocktail in cash or by credit card

Credit card: minimum amount CHF 30.-

White wine:

« Cuvée Blanche EHL » Villette Fraidieu CHF 29.-

Red wine:

« Cuvée Pourpre EHL » Garanoir de la Côte CHF 29.-

Mineral water CHF 6.-/ bottle

Orange juice CHF 8.-/liter

Please do not forget to save this document before submitting: