

# Rice Placement Bureau States Important Rules

Seniors, Class B and Class A graduates, if you plan to interview for jobs this fall, Mr. John B. Evans, Director of Placement, requests that you fulfill the following important requirements before the interview season begins, Monday, October 5.

(1) Each student must have a complete file in the Placement Office.

This file should contain:

(a) Completed application form.

(b) Unofficial grade transcript.

(c) Reference forms completed by three Rice Professors, who know the student well enough to evaluate him.

(d) The request for grade transcript form which is to be sent to the Registrar's Office by the Placement Office.

All necessary forms for this file will be found in the Placement Office.

(2) The student must keep a record of his own interviews once he has signed the interview schedule in the Placement Office.

(3) The student must keep his appointments on time and be neatly dressed. (Remember you are interviewing for a permanent job.)

(4) The student must cancel his appointment by telephone the day before the interview if he is no longer interested in interviewing the company.

(5) The student must complete the company application form and read the company literature prior to interview with each company.

(6) The student must understand his other responsibilities as outlined in the "Principles and Practices of College Recruiting."

These companies will be interviewing students within the next two weeks: Petroleum Chemical Inc., October 5; Texas Instruments, Inc., October 6 and 7; Magnolia Petroleum, October 8 and 9; General Electric, October 12 and 13; Aluminum Co. of America, October 13; and United States Naval Air Development Center, October 13.