



Procedures for Facilitating a Corporate Visit at Florida A&M University

(Deans and Department Heads)

VISIT WITH THE DEANS AND DEPARTMENT HEADS

- 1) After the initial contact with the designated DOD and if the Deans and Department Heads Visit Request (DDHVR) form has not been completed on the website, the designated DOD assists the corporate representative to complete Deans and Department Heads Visit Request form on the website.
- 2) DOD will make contact with the corporate representative to discuss the following items:
 - a) Potential date of visit
 - b) Purpose of visit
 - c) Name and title of persons participating in this visit
 - d) Areas of interest
 - e) Contact information of person requesting information to include telephone number and email address.
 - f) Begin conducting research on company to include briefing document and profile
- 3) The DOD will direct the form to the Career Center for planning and expediting the Recruitment portion of the agenda. (Note: The Career Center representative will contact the corporate representative to finalize plans).
- 4) After receiving the request form, the Career Center representative will carryout the following:
 - a) Securing facility
 - b) Secure transportation, if required
 - c) Contact appropriate deans/department heads to set appointment times
 - d) Contact food services and make arrangements for lunch, if lunch is required
 - e) Upon completion of these tasks, the Career Center representative will distribute the itinerary and other information to all participants

DAY OF VISIT

- 1) The DOD responsible for this visit will assist with the cultivation process.
- 2) The Career Center representative will serve as facilitator for the visit.

POST VISIT

- 1) Complete debriefing and call reports indicating the necessary follow up required
- 2) Prepare follow-up letter to company
- 3) Begin implementing your strategies for cultivation, solicitation and stewardship