

## Job Offer Reporting Form for Employers

Employer: Please report job offers to UNF students and/or alumni by filling in the sections below and faxing the form back to UNF CAREER SERVICES at **(904) 620-3810**. If additional space is needed, please reproduce this page. Applicant identification is optional for the *Salary Survey* report, but will be helpful to Career Services. Any reported information will not be personally identifiable to the student or your organization. Thank you.

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Employer Type: \_\_\_\_\_ Select code from attached list.

If Other, please indicate: \_\_\_\_\_

Total # of Offers Extended This Recruiting Cycle: \_\_\_\_\_

Total # of New Hires This Recruiting Cycle: \_\_\_\_\_

Total # of Offers Extended to UNF students or alumni: \_\_\_\_\_

Total # of New Hires who are UNF students or alumni: \_\_\_\_\_

### OFFER 1:

Date of Offer: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_ Start Date: \_\_\_\_\_

Applicant Name (optional): \_\_\_\_\_ Gender: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Grad Date: \_\_\_\_\_

# of Years of Related Experience: \_\_\_\_\_

Salary: \_\_\_\_\_ Signing Bonus: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Job Type: \_\_\_\_\_ Full-time  
 \_\_\_\_\_ Co-op  
 \_\_\_\_\_ Internship  
 \_\_\_\_\_ Part-time  
 \_\_\_\_\_ Volunteer

Job Function: Select code from attached list.

If other, please indicate: \_\_\_\_\_

Job Location: \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_

### OFFER 2:

Date of Offer: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_ Start Date: \_\_\_\_\_

Applicant Name (optional): \_\_\_\_\_ Gender: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Grad Date: \_\_\_\_\_

# of Years of Related Experience: \_\_\_\_\_

Salary: \_\_\_\_\_ Signing Bonus: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Job Type: \_\_\_\_\_ Full-time  
 \_\_\_\_\_ Co-op  
 \_\_\_\_\_ Internship  
 \_\_\_\_\_ Part-time  
 \_\_\_\_\_ Volunteer

Job Function: Select code from attached list.

If other, please indicate: \_\_\_\_\_

Job Location: \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_

## JOB FUNCTION CODES

Code Job Function	9260 Executive, Legislative, & General	9343 Management (mid to upper level)
9100 Accounting (Private)	9261 Finance, Taxation, Monetary Policy	9360 Administrative (Social Services)
9101 Accounting (Public)	Code Job Function	9361 Counseling
9102 Auditing (Private)	9262 Law Enforcement	9362 Fundraising/Development
9103 Auditing (Public)	9263 Military	9363 Social Work
9104 Commercial Banking (Consumer)	9264 National Security	9400 Computer Programming
9105 Commercial Banking (Lending)	9265 Urban/Regional Planning	9401 Computer Systems Analysis
9106 Financial/Treasury Analysis	9300 Administrative (Healthcare)	9402 Information Systems
9107 Insurance (Claims)	9301 Dietician	9403 Technical/Computer Support
9108 Insurance (Underwriting)	9302 Medical Technology	9404 Network/Administration
9109 Investment Banking (Corp. Finance)	9303 Occupational Therapy	9405 Other Computer Related (NEC)
9110 Investment Banking (Mergers/Acq.)	9304 Paramedic	9500 Bioengineering
9111 Investment Banking (Real Estate)	9305 Pharmacist	9501 Design/Construction
9112 Investment Banking (Sales/Trading)	9306 Physical Therapy	9502 Environmental/Sanitation
9113 Portfolio Management/Brokerage	9307 Radiation Therapy	9503 Field Engineering
9200 Design/Graphic Arts	9308 Registered Nurse	9504 Hardware Design & Development
9201 Media Planning	9309 Respiratory Therapy	9505 Indust. Hygiene/Occupational Safety
9202 Production (Communications)	9310 Speech Pathology/Audiology	9506 Manufacturing/Industrial
9203 Public Relations	9311 Other Health Related (NEC)	9507 Power Systems
9204 Reporting	9330 Actuarial	9508 Process Engineering (Chemical)
9205 Writing/Editing	9331 Agricultural/Natural Resources	9509 Production Engineering
9230 Advertising	9332 Architecture	9510 Project Engineering
9231 Band/Product Management	9333 Consulting	9511 Quality Control
9232 Buyer/Merchandising	9334 Hum. Resources/Industrial Relations	9512 Research & Development
9233 Customer Service	9335 Management Trainee (Entry-Level)	9513 Software Design & Development
9234 Distribution	9336 Mathematician/Statistician	9514 Systems/Programming
9235 Marketing Research	9337 Paralegal	9515 Testing
9236 Purchasing	9338 Performing Arts/Entertainment	9516 Other Engineering (NEC)
9237 Sales	9339 Religious Occupation	9999 Any Other Job Function (Please Specify)
	9340 Research (Non-technical)	
	9341 Research (Technical/Scientific)	
	9342 Teaching	
	Code Job Function	

## EMPLOYER TYPE CODES

Code Employer Type	8119 Real Estate	8213 Mining
8100 Accommodation & Food Services	8120 Retail Trade	8214 Nonmetallic Mineral Products
8101 Accounting, Tax Preparation, Bookkeeping	8121 Scientific Research & Development Services	8215 Paper Manufacturing
8102 Advertising & Related Services	8122 Software Publishers	8216 Petroleum & Coal Products
8103 Architectural Services	8123 Transportation	8217 Pharmaceuticals & Medicine
8104 Arts, Entertainment, & Recreation	8124 Utilities	8218 Plastics & Rubber Products
8105 Banking (Commercial)	8125 Waste Management & Remediation Services	8219 Printing & Related Support Activities
8106 Banking (Investment)	8126 Wholesale Trade	8220 Soap, Cleaning Compound, & Toilet Preparations
8107 Communication Services (Broadcasting & Telecomm.)	8127 Other Services Employers	8221 Textile Mills
8108 Computer Systems Design/Computer Consulting	8128 Healthcare Services (For Profit)	8222 Transportation Equipment
8109 Consulting Services (Environmental)	8129 Rental & Leasing Services	8223 Wood Products
8110 Consulting Services (Management)	8200 Aerospace Products & Parts	8224 Other Manufacturing Employers (NEC)
8111 Consulting Services, Other	8201 Agriculture, Forestry, Fishing, & Hunting	8225 Machinery Manufacturing
8112 Employment Services	8202 Apparel Manufacturing	8300 Educational Services
8113 Engineering Services	Code Employer Type	8301 Government (Federal)
8114 Financial Services (Securities, Commodities, etc.)	8203 Beverage & Tobacco Products	8302 Government (State & Local)
8115 Insurance Carriers & Related Activities	8204 Building, Developing, & General Contracting	8303 Healthcare Services
8116 Investigation & Security Services	8205 Chemicals (Basic)	8304 Hospitals
8117 Legal Services	8206 Computer & Electronic Products	8305 Museums, Historical Sites, & Similar Institutions
8118 Publishing (Newspaper, Periodical, Book, & Data Base Publishers)	8207 Elect. Equip., Appliance, & Component Manufacturing	8306 Religious, Grantmaking, Civic, Prof., & Similar Org.
	8208 Food Manufacturing	8307 Social Assistance
	8209 Leather & Allied Products	8308 Other Nonprofit Employers (NEC)
	8210 Medical Equipment & Supplies	8999 Any Other Employer Type (Please Specify)
	8211 Metals (Fabricated)	
	8212 Metals (Primary)	