

# Queen's University Career Services

## Vendor Review Request Form

If you have a product, service or resource that you would like our organization to consider using, please complete the attached. Our Vendor Product Review Committee meets on a monthly basis to review vendor requests. To have your product or service reviewed at our next meeting please complete the form below.

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Name:

Phone:

Email:

Product / Service Name:

Web Site:

Please choose the category below that best describes your product.

Assessment

Career Exploration / Self Assessment

Networking / Alumni Connections

Job Search

Internship Search

Interview Preparation

Career Information

Other

Who are your competitors?

Please provide a brief description of your product or service in the space provided below.

Are students asked to pay a fee of any kind to use your product or service?

Yes

No

Not Applicable

What costs are associated with your product?

What type of product demonstration options do you provide for prospective clients?

What level of branding or customization does your product or service allow?

What type of analytics or user statistics does your product or service provide?

Does your product or service offer single sign-on integration?

Yes

No

Not Applicable

Does your organization have any partnership with Orbis (our online recruiting system)?

Yes

No

Not Applicable

Does your product or service provide accessible use options for individuals with disabilities?

Yes

No

Not Applicable

Please upload any marketing materials you would like us to view. PDF files are preferred.

Please provide any additional information you would like the vendor product review committee to consider in the space provided below.

Please submit to [cscmm@queensu.ca](mailto:cscmm@queensu.ca)