

Alumni Hire a Flyer Instructions *On Campus Interviews Module*

Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the “First Time / Overview” instructions located here: <http://careers.udayton.edu/instructions.asp>

1. This module lists the positions for which recruiters will be coming on-campus to interview. You should also check out the Job Listings module if you also want to see job postings.
2. Throughout the module, an On-Campus Interview position is referred to as a Schedule. There are two types of schedules; **Open** and **Submit-Interview-Request**. Open means that you apply for a schedule that you qualify for on a first-come-first-served basis. For Submit-Interview-Request, you apply then the employer will review all the candidates that applied and select which ones he/she would like to interview. Selected candidates will be notified by email and can then sign up for a timeslot.
3. Along the navigation menu at the top, move your mouse to **On Campus Interviews**. You will see two options in this menu.
 - **Qualified Schedules** – Clicking this will list all currently active schedules for which you meet the requirements and there are interview slots available. As shown in **Example 1**, this will show you both Open and Submit-Interview-Request schedules.
 - **All Schedules** – Clicking this will bring up a search dialog. When you click Search, it will display all schedules that match your search criteria. You can click on the **Schedule ID** number to view the details and get the date it goes active. NOTE: This also lists schedules on which you do not meet the qualifications, as seen in **Example 2**. Be sure to go to the details and check for the qualification message.

Example 1

ID	Job Title	Organization Name	Job Location	Interview Date	Current Signup Method
4	Court Jester	THM Consulting	Detroit, MI	04/25/2005, 04/25/2005	Submit Interview Request
6	Human Shield	THM Consulting	Anywhere I go...	03/11/2005	Open

Example 2

Home My Account Employers Jobs Schedules Career Events All

Schedule Search > Future Schedule

Viewing Schedule: 4/Court Jester

You do not qualify for this schedule

- Citizenship
- Minimum GPA

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

Posting Information
*Schedule ID: 4
*Job Title: Court Jester
Schedule Reference:
Organization Name: THM Consulting

4. While viewing the detail page, you can view the entire timeline for this schedule. Here you can see whether an employer will change his/her schedule to Open if the Submit-Interview-Request slots are not filled by the deadline.

Timeline	
Date	Signup Method
3/3/2005	Submit Interview Request
4/8/2005	Closed for Employer Selection
4/15/2005	First Come First Served Sign-up
4/19/2005	Alternate Sign-up
4/22/2005	Sign-up Closed

5. If either the employer has selected you for an interview, or the schedule is Open, you can sign-up for an interview timeslot here on the detail page. You should see a **Sign-Up** button at the top.

Viewing Schedule: 6/Human Shield

Sign-up

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

Posting Information
*Schedule ID: 6
*Job Title: Human Shield

6. Clicking the Sign-Up button will take you to the Sessions box at the bottom of the page. Here you can see all the dates that the employer will be conducting interviews. Click the **date** you want an interview.

If you wish to sign up for this schedule, click on the Interview Date you prefer below and a list of available time slots will be displayed.

Sessions				
Interview Date	Interview Location	Recruiter	Session Information	Status
3/11/2005	Cincinnati Shooting Range	Greg Phillips		Active

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7. Now you can select the specific **timeslot** which you would like

Timeslots				
Interview Time	Student	Submitted Documents	Change Documents	Action
9:00 AM				Sign-up
9:30 AM				Sign-up
10:00 AM				Sign-up
10:30 AM				Sign-up
11:00 AM				Sign-up
11:30 AM				Sign-up
12:00 PM				Sign-up

8. A pop-up will ask you which resume you would like to submit for the interview.

Student - Document Selection - Microsoft Internet Explor...

Select the documents below you wish to submit.
Leave the category blank if you do not wish to select a document from that category.

Any category marked with * is required and must have a selection.

Select Documents for Schedule 6

Category	Document
*Resumes: <input type="text"/>	<input type="text"/>

9. Now you're ready to go! Try to arrive at the interview location 10-15 minutes in advance.

Timeslots				
You successfully signed up for the requested timeslot.				
Interview Time	Student	Submitted Documents	Change Documents	Action
▶ 9:00 AM	Greg Phillips			Cancel Switch Time
9:30 AM				
10:00 AM				
10:30 AM				
11:00 AM				
11:30 AM				
12:00 PM				