



Employer On-Campus Recruiting Information

All On-Campus Interviews for full-time and internship positions are held in Career Services located in the Caldwell Building.

There are two types of interview schedules: **Open** or **Pre-select**.

Open sign-ups allow all students that meet the requirements, an opportunity to *sign-up* for an interview timeslot on a first-come/first-serve basis until the schedule is full.

Pre-select sign-ups allow all students that meet the requirements, an opportunity to *request* an interview. The company reviews the resumes of all interested applicants and invites specific students to interview. Once invited, students can sign-up for a timeslot.

We recommend scheduling your dates in the time frame below:

Fall Visit (October – November)

Schedule your date between May 1- Aug. 1

Winter/Spring Visit (February – April)

Schedule your date between Dec. 1- Jan 15

How to Request a Schedule

◆ From the Career Services web site: <http://careers.udayton.edu> click **Employer Login**.

◆ Directions for first time users: <http://careers.udayton.edu/instructions.asp>

Current Users:

◆ Enter your username and password: **Username:**
Password:

◆ Change your username and password and make any necessary updates in your demographic information under **My Profile**.

◆ At the top of the page, click **On-Campus Interviews** then **New Schedule Request**.

◆ Fill in the **Posting Information, Requirements** and **Interview Request Preferences** (please list several dates in the Preferred Interviews Date box).

◆ Click **Save** at the bottom of the screen.

◆ You will be contacted within two days after submitting your request for approval.

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Recruiting Coordinator

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