



Alumni Quick Instructions for Interview Schedules

- ◆ From the Career Services web site (<http://careers.udayton.edu>), click on **Alumni Jobseeker Login** to login.
- ◆ Choose from the heading: **On-Campus Interview >Qualified Schedules**.
- ◆ Click on the schedule **ID** number on the left side of the page.

For Submit Interview Request Interview Schedules:

- ◆ Click on **Request Interview**.
- ◆ Select the documents you want to submit and **Save**.
- ◆ Scroll down to view detailed schedule information
- ◆ Click on Job Title to see the description and other information.
- ◆ You will receive an e-mail concerning the status of your request; if you have been accepted, follow the directions *For Open Interview Schedules* below.

For Open Interview Schedules:

- ◆ Click on **Sign-Up**. From **Sessions**, click on the highlighted **Interview Date**.
- ◆ Scroll down to the available timeslots. Choose one by clicking on **Sign-Up**.
- ◆ Select the documents you want to submit and **Save**.

To search and view all Interview Schedules:

- ◆ Click on **All Schedules**.
- ◆ View all schedules here, with **explanations in red** for those that you do not meet required the qualifications. To sign-up for schedules you qualify for, go to **Qualified Schedules**.

Contact Theresa Withrow at theresa.withrow@notes.udayton.edu or 229.2073 if further assistance is needed.

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