



Employer Instructions for On-Campus Interview Schedule Request

- ◆ From the Career Services web site (<http://careers.udayton.edu>), click **Employer Login**.
First time users [instructions](http://careers.udayton.edu/instructions.asp#): <http://careers.udayton.edu/instructions.asp#>.
- ◆ Enter your username and password:
 - **Username:**
 - **Password:**
- ◆ At the top of the page, click **On-Campus Interviews** then **New Schedule Request**.
- ◆ Fill in the **Posting Information** by selecting an existing job or click to add new job then fill out the **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.

Contact Theresa Withrow at 937.229.2073 or theresa.withrow@notes.udayton for assistance.

The University of Dayton
Career Services

careers_support@notes.udayton.edu

 937.229.2045  937.229.2040