



Employer Quick Instructions to View Schedules for On-campus Recruiting Open Schedules

- ◆ From the Career Services web site (<http://careers.udayton.edu>), click **Employer Login**.
- ◆ Enter your username and password:
 - **Username:**
 - **Password:**
(Click on **My Profile** to change your username and password and to make any necessary updates your demographic information.)
- ◆ At the top of the page, click **On-Campus Interviews** then **Schedule List**.
- ◆ Click on the appropriate active schedule **ID#**.
- ◆ Scroll to the bottom of the page, click the desired **Interview Date** in **Sessions** box.
- ◆ Here you will be able to view all students who have signed up for a time slot on the schedule, and have access to student information and resumes.

You are encouraged to login regularly to see if new students have been added to your schedule.

You can also post other open positions throughout the year. After your jobs have been accepted, you can view resumes of students that match your job description.

If you have any questions, please contact Theresa Withrow at 937.229.2073 or by e-mail at theresa.withrow@notes.udayton.edu.

The University of Dayton

Career Services

careers_support@notes.udayton.edu

☎ 937.229.2045 📠 937.229.2040

