



## Employer Quick Instructions for On-campus Recruiting Pre-select Schedules

- ◆ From the Career Services web site (<http://careers.udayton.edu>), click on **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 to your demographic information)
- ◆ At the top of the page, click **On-Campus Interviews** then **Schedule List**
- ◆ Click on the appropriate active schedule **ID#**
- ◆ On the left of the page, click **Manage Pre-selects** to review student request and submit selections.
- ◆ Submit selections of students you would like to accept to interview, as well as any you would not like to accept to interview. When you are finished, click **Submit Picks**.
  - **Please be sure to specify whether each student is accepted or not accepted.**

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

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

If you have any questions, please contact Theresa Withrow at 937.229.2073 or by email [theresa.withrow@notes.udayton.edu](mailto:theresa.withrow@notes.udayton.edu)

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