On-Campus Interviewing ~ Orientation

On-Campus Interviewing is a great way for you to get a head start on your post graduation job search. That’s why we want to make sure you’re prepared with the knowledge to use CareerLink efficiently, with fantastic job search documentation, and great interview skills. Below you’ll find a guide to help you make the on-campus interviewing process a simple one.

1. The “Quick Search”

To find those employers and positions that are currently posted for on-campus interviewing, you may use the “quick search” function within CareerLink. To do so, follow the steps below.

*You may always set up an individual appointment with a Career Center counselor, or walk into the Goldberg Career Library between 9-6pm (9-5pm on Fridays) for assistance with CareerLink. You may also attend the Career Center workshop titled “The Online Job & Internship Search” for more information about CareerLink and other online job search tools.

Login to your student account . . .
- Access the Career Center’s home page, www.rochester.edu/careercenter
- Select STUDENTS
- Click CareerLink
- Enter your University assigned e-mail address (i.e.: ab001a@u.rochester.edu) as your user name.
- Enter your eight-digit UR student ID (also known as your University ID) as your password (UNLESS YOU HAVE OTHERWISE CHANGED IT).

Search for ON-CAMPUS Jobs and Internships . . .
- In the “One Click Searches” section, click on “On-Campus Interviews.”
- System returns the search results that satisfy your search criteria (all positions which will be interviewing on campus).
- Click on the name of the job to view the details of the position, as well as the DEADLINE TO APPLY, and the interview schedule date/time.
- Apply to those on-campus interviewing jobs you are interested in (once you have uploaded your job search documentation – it won’t let you apply until you have uploaded your documentation – instructions below).
2. Uploading your Resume and Applying

**Uploading Your Resume . . .**
- Click on the **Documents** tab on the navigation bar
- Choose the document type in the **Upload Documents** section
- Click **Browse** to select your document from your computer, choose the correct document and click **Open**
- Click **Upload**
- Wait for the application to convert the document, your resume will be successfully converted and ready to use when you see the status change from **Converting** to **Ready**.

*Rename documents to have meaningful names, i.e. Marketing Resume, Journalism Cover, not Resume2 or Fall Resume.*

*To make changes to your documents, delete the file in CareerLink, revise in Word, and re-upload the new document.*

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**Applying for Jobs . . .**
- Click on the **Job Title** to view the details of the job
- Locate the **How to Apply** section at the bottom of the page
- Click **Apply**
- Select a **Resume**, **Cover Letter**, and/or **Other Document** that meets the requirements
- Click **Submit**

*At times, there may be no **Apply** button because the employer is accepting applications directly by email, fax or URL. In this case, you would see directions of how to apply directly to the employer.*
3. Checking on your Application

To check on the status of your application:

1. Log into CareerLink
2. Roll your mouse over the “Applications” tab on the navigation bar and select “your active applications”
3. Click on “Details...” link on the desired application

Application Detail Screen
4. Signing up for an interview after being accepted.

**Signing Up for an Interview . . .**
- Click on the Applications tab on the navigation bar
- The Applications page displays with a list of your active applications
- The status of your active applications is displayed in the Employer Decision column
- Once an employer has Accepted your job application, you may sign up for an interview slot
- Click on Details/Sign Up...
- On the Application Details page, under Employer Decision, click on Sign up for Interview
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the Time radio button associated with the time slot you desire
- Click Save and your slot is reserved

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**Declining an Interview . . .**
- Click on Details/ Sign Up...
- On the Application Details page, under Employer Decision, click on Decline invitation to Interview
- Click Decline

If you have already signed up for an interview slot, and wish to decline the interview, you can go to Details/Sign up... and under Employer Decision click the link to Withdraw from this interview. Your Career Center may set a date on which the schedule will no longer allow cancellations or changes. After this date, you will no longer be able to Withdraw from the schedule.

**Changing Your Interview Time . . .**
- On the Application Details page, under Employer Decision, click on Choose a Different Interview Slot
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the Time radio button associated with the time slot you desire
- Click Save and your slot is reserved