# Student Toolkit

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Sign Up and Login

Our recruitment tools powered by 12Twenty make it easy to connect with employers looking to hire students and alumni from our school. We are happy to share that the Hire System is accessible and compatible with any device: phone, tablet, or computer.

To access your account, simply follow the steps below.

If you need assistance with the Hire System, please contact OSU Career Services at careers@okstate.edu or 405-744-5253.

1) Navigate to http://HireOSUgrads.com/StudentsAlumni/HireSystem.aspx and click on Login Here
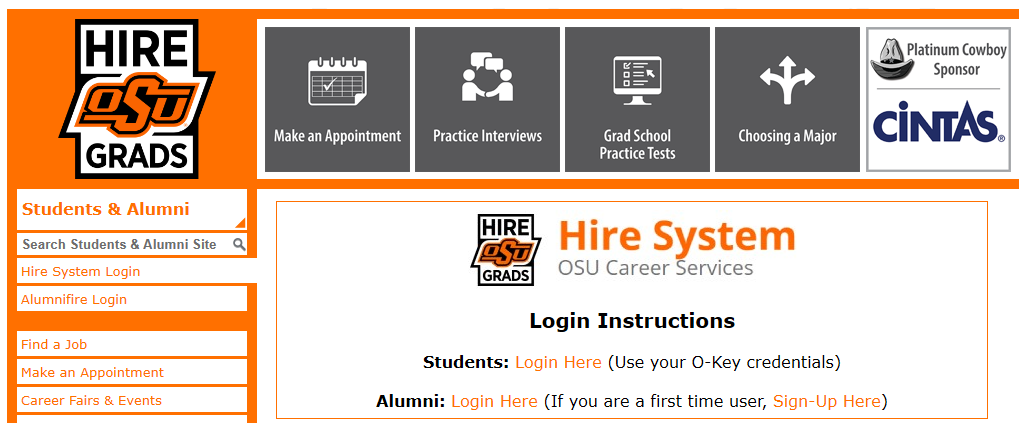
2) Students: Click the top orange button and use your O-Key credentials to sign-in.

3) Alumni: Click the "Sign up for an account" button, enter your email address and create a unique password

Join the Hire System Platform

Sign up with your O-Key (Current Students Only)

O-Key (Current Students Only) Sign Up

OR

Sign up by entering the following information

ALUMNI ONLY: Email Address*:

    ALUMNI ONLY: Email Address

Create a Password*:

    Password

- *Minimum 10 characters*
- *An uppercase letter*
- *A lowercase letter*
- *A special character (!,@,#,$,%,^,&,*)*
- *A number*
- *Example: ThisSchool10$*

Confirm Password*:

    Confirm New Password

☐ I agree to the 12Twenty Terms of Service and Privacy Policy.

Student/Alumni Sign Up

Already a member? Student/Alumni Log In

Moving forward, you can simply login using your email address and unique Password combo.

Profile Set Up

Setting up your student profile is easy and helps the career services team get to know YOU better and understand your job search preferences so that we can assist you in finding the right opportunities. A complete profile will help the career services team reach out to you if there are job or internship opportunities, interviews, events that match your background, preferences, and skillset. Let's take a look at step-by-step guide below for setting up a student profile:

1) Once logged in, head over to the profile tab from the left side nav bar
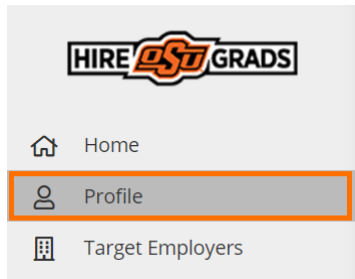
2) Let's add a photo of you!
- This is easy and helps your career services team get to know the real you!
- Ensure the photo is professional.
- Simply click on the grey "Click to add image" box to upload your photo.

3) Update your Headline
- Your headline will be visible to employers soon.
- Let everyone get to know you and create opportunities by sharing what you are seeking for your next career move!

4) Complete your "Background" tab
- This information will help the career services office get to know YOU better and assist you in finding the right job and networking opportunities.

- Some of these fields are searchable via the "Candidate Search" functionality that allows employers and school admins to create dynamic resume books based on your skills.

- *Note: You can opt out anytime by updating your Account Settings.*

| Outcomes | Application Materials | **Background** |

Personal ✎

Name:	Gary Tan
Work Authorization - Detailed:	US Citizen or Permanent Resident
Ethnicity:	--
Language(s) Spoken:	--
Language(s) Written Fluently:	--
Preferred Name:	--
Currently Seeking:	Internship

Complete the Currently Seeking

Preferences ✎

Complete your Preference!

Desired Industry:	Technology
Desired Function:	Information Technology
Desired City:	Stillwater - OK (United States (USA))

Education

Oklahoma State University ✎
Bachelor's - Senior

Major/Academic Program:	Bach - Computer Science, Bach - Management Information Systems
Undergraduate Minor:	--
Start Date:	--
Graduation Date:	05/15/2025
Undergraduate GPA:	--

- Once you click on the pencil icon next to each section on the background tab, a new pop-up will appear.

5) Click the "Update" button to save your changes. Your newly created profile is ready to go!

6) Keep your Career "Preferences" section updated

To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences, please make sure to frequently update the "Preference" section of your profile with industries, functions, practice areas, and geographic locations you are excited about.

Upload Application Materials

1) Head over to the "Application Materials" tab to upload your documents

- Under each Application type header, click the "+ Add New Document" button.

- Choose a document from your computer and give it a name.

    ○ Note: *The document name is not visible to employers and there are no limits - upload as many documents as you need.*

- All Application documents (outside of the URL section) must be uploaded in **PDF** format to ensure employers can easily download these into Application packets.

Outcomes   **Application Materials**   Background

(i) *Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF.*

Resumes
+ Add New Resume

General Resume ⭐   ⋮
Last modified on 04/23/2020

Resume - Customized for Employer XYZ   ⋮
Last modified on 04/23/2020

Cover Letters
+ Add New Cover Letter

You currently have no cover letters in the system.

Transcripts
+ Add New Transcript

You currently have no transcripts in the system.

2) In the Resume Section: Check the box called "This is my primary resume" to feature one resume in the Employer Candidate Search module.

- This module allows Employers to filter for candidates who match their hiring criteria.

- If your profile and resume match what the employer is seeking in a candidate, they can reach out to you with the job opportunity.

Add New Resume

Resume Name *

[   ]

Upload New Resume *
[Choose File] No file chosen
☐ This is my primary resume ❓

[Cancel]   [Save]

Homepage

After setting up your profile, this is what you will see on your homepage for all future logins:

- **Upcoming** - This tile will list any upcoming events, and interview commitments that you have registered for within the platform.

- **Recommend Job Listing** - This tile will recommend jobs specific to the program you are enrolled in and unique career interests. Keep the "Preferences" section of your profile up to date, to ensure you see the latest recommendations.

- **Recommended Events** - These events are open for registration and recommended based on your career preferences and program.

- **Announcements** - These announcements come directly from the career services team. Check this tile often as it will frequently be updated with new information.
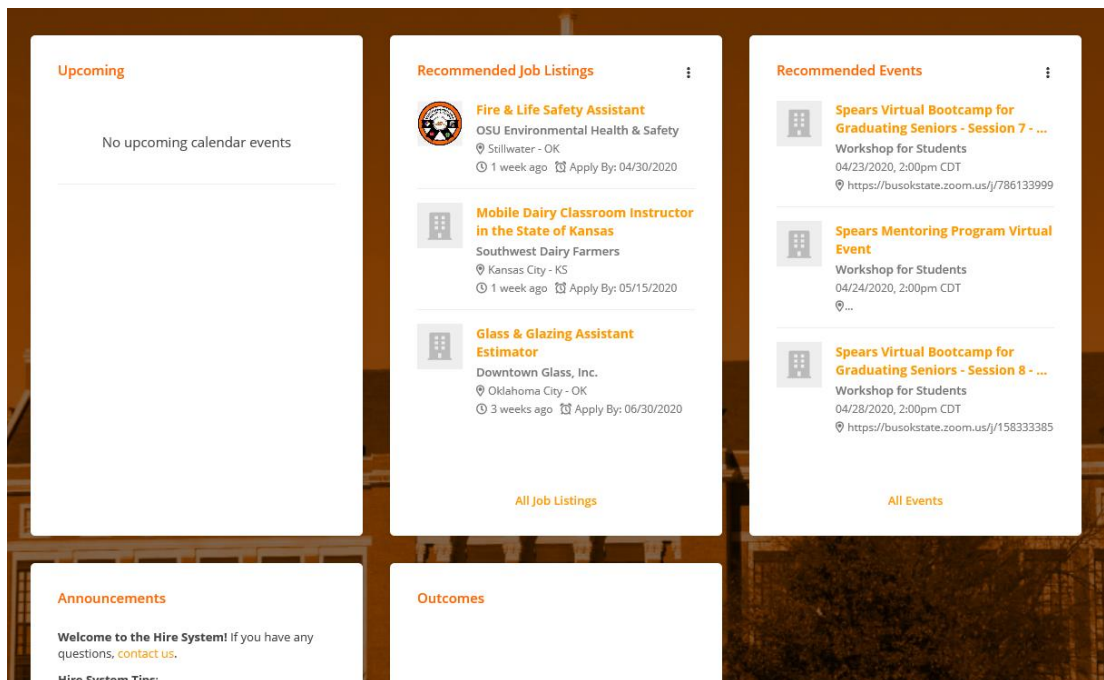
Employer and Contact Directory

This tool will help you learn more about the Employers and Contacts that commonly recruit our students and graduates. These Employers and Contacts support our community in many ways. Some are alumni, others participate in our recruiting programs and events, post jobs, hire and supervise interns, and have hired students into full or part time jobs post-graduation. The Career Services office keeps this list updated as new employers join the network.

1) Let's navigate over to the Employers Directory from the left side nav bar

- From this tab, you will be able to see all the employers that your career center has relationships with that are available for your networking and job search success.

- Click on the "heart" icon to add the employer to your Target Employers list.

- Click the three ellipses, to add notes and tasks right from the Directory list page.
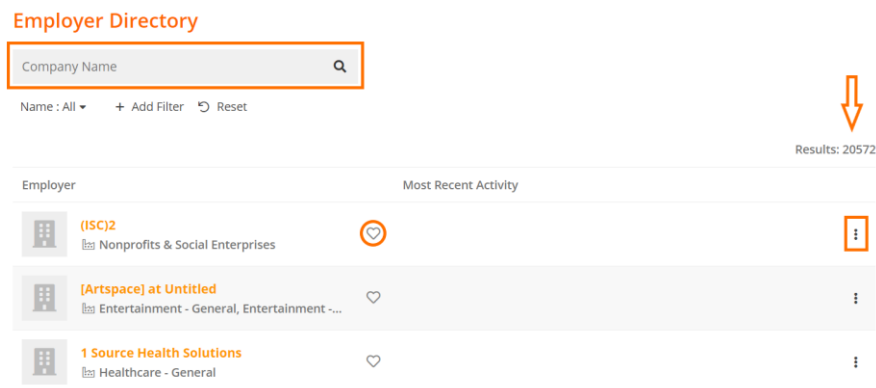
2) Click on the Employer name in the Directory list to explore their "Employer Profile"

- **Basic Tab:** Shows the basic information about the employer.

- **Activities Tab:** Shows a historical view of all of your recruiting activities (notes, tasks, meetings) related to the Employer. You can also see tips and resources shared by your career services employer relations team based on their relationships with that Employer.

Basics	Activities	Contacts	Locations	Events	OCI and Job Listings	Research

Activity Stream Show Legend ↻   All Activities ▾

✔ Schedule appointment for resume review   ✔ 🔍 ✏ 🗑
   due 09/22/2017
   dsfdsfdsfds
   09/22/2017 - Gary Tan
   Employer: OSU Career Services - HireOSUgrads.com   Contact: Barry Fuxa

- **Locations Tab:** Shows all of the locations that the Employer has traditionally hired students into from our school. Even if an Employer is global and has multiple locations around the world, a select few of their offices recruit our students and this tab will give you a better understanding of that hiring data.

- **Events Tab:** Shows if the employer is hosting or attending any networking or professional development events (past and present). Simply click on the "Event Title" to see more info & to RSVP to that event if registration is open.

- **OCI and Job Listings Tab:** Shows if the employer has any job postings or OCI interview listings (past and present). Simply click on the "Job Title" to see more info about the job, interview, and if the job is open to see the employer's hiring criteria.

Basics	Activities	Contacts	Locations	Events	OCI and Job Listings	Research

Job Listings

Job	OCI Round ⇕	Interview Date ⇕	Job Status ⇕	Application Status ⇕
Employer Services Student Worker OSU Career Services - HireOSUgrads.com ⊙ Stillwater - OK ⏱ 1 week ago ⏰ Apply By: 04/24/2020	--	--	Application Open	Not Applied

- **Contacts Tab:** Shows you all of the contacts that work for this employer.

Basics	Activities	Contacts	Locations	Events	OCI and Job Listings	Research

Contact Status: Current Contacts ▾

Name	Phone Number	Email	Office Location
Mrs. Charley Box Administrative Support	4057442122	charley.box@okstate.edu	Stillwater - OK

3) Click on the Contact to explore their "Contact Profile"

- Start tracking your networking relationship with the contact through the "Action Button" to document your **notes**, set up follow-up **tasks**, and keep track of **meetings**.

- Click on the "Heart" icon to add this person to your Target Contacts list

- **Basics Tab:** Shows you the person's contact information and alumni status.

Barry Fuxa ♥

(OK State '99)
Sr. Systems Coordinator, OSU Career Services - HireOSUgrads.com
Primary: ☐
email@okstate.edu

Basics	Activities	Notes	Events	OCI and Job Listings

Prefix	Mr.
Preferred Name	Barry
Phone	--
Email	email@okstate.edu
LinkedIn URL	--

- **Activities / Notes Tab:** Shows a historical view of all of your recruiting activities (notes, tasks, meetings) related to the Contact.

Barry Fuxa ♥

(OK State '99)
Sr. Systems Coordinator, OSU Career Services - HireOSUgrads.com
Primary: ☐
barry.fuxa@okstate.edu

Action ▾

Basics	Activities	Notes	Events	OCI and Job Listings

Activity Stream Show Legend ⟳   **All Activities ▾**

✔ Send Thank You Note
  due 04/30/2020   ✔ 🔍 ✏ 🗑
  04/30/2020 -Gary Tan
  Employer: OSU Career Services - HireOSUgrads.com   Contact: Barry Fuxa

- **Events Tab:** Shows if this Contact has attended any recruiting events (past and present).

- **OCI and Job Listings Tab:** Shows if this Contact has posted any job or participated in OCI interviews (past and present).

4) To research more networking contacts, let's navigate to the Contact Directory module

- Here, you will be able to see all the Contacts that your career center has relationships with that are available for you to network with.

- Click on the "heart" icon to add the Contact to your Target Contacts list.

- Click the three ellipses, to add notes and tasks right from the Directory list page.

- Click on the Contact's name in the Directory list to explore their Contact Profile

Contact Directory

Barry Fuxa	🔍

Employer Name : All ▾   + Add Filter   ↺ Reset

Results: 1

Contact	Most Recent Activity	
Mr. Barry Fuxa (Barry) OSU Career Services -... Sr. Systems Coordinator ('99...	❤️	Send Thank You Note *Due Date: 04/30/2020 (Open)* *04/30/2020 Gary Tan*	⋮

Target Employers/Contacts

Now let's take a look at how you can build and manage your list of target employers that you are excited about working for. This is a powerful tool for tracking your contact network and excellent for keeping your job search organized.

You can use these tools to track the employers that you are interested in, the jobs you apply for, the status of each application, and any follow-up actions needed. It also lets you track the progress of your professional contacts and networking activities. The effort you put in on the front end will be worthwhile and allow you to stay on top of deadlines so you feel in control of your growing professional network.

1) Let's navigate to "Target Employers" module from the left side nav bar
- From here you can build a list of employers you are actively targeting for jobs & internships
- You can add a Target Employer simply by typing the name into the search bar and clicking the "+Add to Target Employers" button
- You can add any "Notes" and/or follow-up "Tasks" based on your networking conversations or career search updates
- By clicking the "pencil icon" you can track the "Status" and "Priority" of each of these employers (researching employer, interviewing, received offer, etc)

As you go through your job search, re-prioritize each Employer on your list and update your job search status along the way so you never miss a deadline or important task.

HIRE OSU GRADS	**Target Employers** Target Contacts				
⌂ Home		Select an employer	Type to start the search		➕ Add To Target Employers
👤 Profile					
📖 Target Employers	Employer	Status	Priority	Most Recent Activity	
📖 Employers					➕ Note ➕ Task
👥 Contacts	**OSU Career Services - HireOSUgrads.com**	Research Company		*01/01/0001*	✏️ 🗑️
☰ Tasks					➕ **Add Job**
⚡ Activity Stream					➕ Note ➕ Task
📇 OCI and Job Listings	**OSU Oklahoma State University**	Research Company		*01/01/0001*	✏️ 🗑️
📅 Events					➕ **Add Job**

2) Use the "Target Contacts" tab in the Target Employers module to track the growth of your professional network

The ability to network successfully has emerged as a crucial job-seeking skill that must be cultivated in order to stay competitive and increase your chances of finding a job. Online job postings often receive hundreds or thousands of applications, and networking is often the key to success. Cultivating long-term relationships helps you gather information, gain exposure, and learn about job opportunities through the hidden market created by a network of employers, friends, fellow alumni, and professional contacts.

Target Employers   **Target Contacts**

Contact	Phone/Email	Most Recent Activity		
Mr. Barry Fuxa (Barry) OSU Career Services - HireOSUgrads.com - Sr. Systems Coordinator ('99 Alum)	cell office fax barry.fuxa@okstate.edu	Send Thank You Note *Due Date: 04/30/2020 (Open)* *04/23/2020 - Gary Tan*	✚ Note	✚ Task 🗑
Mr. Philip Goodwin OSU Career Services - HireOSUgrads.com - Associate Director (Alum)	(405) 744-4603 office (405) 744-9954 fax philip.goodwin@okstate.edu	*01/01/0001*	✚ Note	✚ Task 🗑

Assemble a Target Contacts List -
Who do you know in your network that is working in your dream job or who in your network can introduce you to someone who is doing the job you want

- Start writing down names and you'll be surprised at how quickly the list grows.

- Your network is bigger than you think it is. It includes all of your family members, friends, neighbors, co-workers, former supervisors, alumni, classmates, professors, and more!

- Check LinkedIn to see if you have any connections within the organization to which you are applying.

- Think broadly and continue to add people to this list as you continue your job search.

- When compiling your initial list of contacts, try not to underestimate anyone's potential to be a knowledgeable resource.

- Do not be discouraged if you have only a few people on your list at first; each contact will direct you to more people and the numbers in your networking circle will soon multiply.

Set Up Informational Interviews -
Once you have developed a list of contacts, start reaching out to your network to set up informational interviews.

- An informational interview is an informal conversation with someone working in an area of interest to you who can give you information and advice. It is an effective research tool and a great way to build professional connections. During the interview ask questions about their career path and their recommendation for

getting started in the field, ways to gain experience, other people you should talk to, and tips on finding available jobs.

- The people you know and the people you meet won't necessarily get you a job directly, but they may be aware of openings in that hidden job market.

Add Notes and Task to any Employer and Contact Records

You will be able to document all of your relevant notes, job search actions, and track the networking conversations you are having with employers and recruiting contacts allowing you to more easily follow up on the progress of your job applications.

Add Note   Cancel Save

Employer: **Barry Fuxa (Barry)**

Note *

Add note here

Note Date *

MM/DD/YYYY

Cancel Save

You will be able to track all of your to-do's and next steps using the "Tasks" module. This is where you can set up appointments, events and schedule critical to-do reminders.

Add Task   Cancel Save

Subject *

Outreach Type   -- Select Outreach Type --

Due Date *   MM/DD/YYYY

Status *   Open

Description   Add description here

Comments   Add comments here

Employer: **OSU Career Services - HireOSUgrads.com**

Task Contact   **Barry Fuxa** [Change]

Employer	OSU Career Services - HireOSUgrads.com
Email	barry.fuxa@okstate.edu
Phone	

Cancel Save

Tasks -

The Tasks module is a virtual to-do list that will help you stay on top of your job search: interviews or employers you have not heard back from, the next steps in the job application process, and contacts you need to follow-up with.

1) **Navigate to the "Task" module on your side nav bar**
   - You can complete an outstanding task by clicking the "Complete" button and later see it when you filter for "Task Status = Complete"

2) Next add a new task to the list by clicking the "+ New Task" button and filling in the pop up form

Tasks

+ New Task

Task Status:	Employer Name:	Task Timing:	Outreach Type:
Open ▼	Enter an employer name here	All ▼	All ▼

Contact Name:

Enter a contact name here

✖ Clear Filters　　**🔍 Get Results**

To Do　Overview　Basics　　　　　　　　　　　　　　　　　Results: 1

Complete	Due Date	Subject	Contact	Phone	Email	
✔ Complete	04/30/2020	Send Thank You Note	Barry Fuxa *OSU Career Services - HireOSUgrads.com - Sr. Systems Coordinator*		barry.fuxa@okstate.edu	⋮

Activity Stream

The Activity Stream page allows you to see all of your notes, meetings, and follow up tasks for every touchpoint with the employers and contacts you are building relationships in one place

1) Navigate to the "Activity Stream" module from your left side nav bar

- Easily search through all of the active and historical actions taken on employer and contacts using the "All Activities" filter panel on the left

  - This leads to an easy to drop-down read legend that indicates what action was taken and color coded for quick viewing

- Search for specific activities by time frame using the "Activity Date" function

- You may also see tips and resources shared by your career services employer relations team based on their relationships with Employer and Contacts in the system.

Applying for Jobs

Once your profile is set up, application documents have been uploaded, and you have used the employer/contact directory and research tools to prioritize your job search you can begin to apply to the active job, internship, full time, part time, etc opportunities.

1) Click on the "OCI and Job Listing" module from the left side nav bar

- **All Tab -** Shows you every type of opportunity you can apply for. If the listing has an "Interview Date" or "OCI Round" the employer is looking to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).

- **Job Listing Tab -** Click on this tab if would like to sort for just the job listings.

- **OCI Tab -** Click on this tab if would like to sort for Employers who are partnering with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).

- **12Twenty GPS Tab -** The job listings on this tab allow you to see job opportunities from diverse nationwide and global employers. These are sourced and provided by our technology partner, 12Twenty, and usually require you to apply via the employers preferred portal.

- **Applied Tab -** This tracks your applications for listings within the career system.
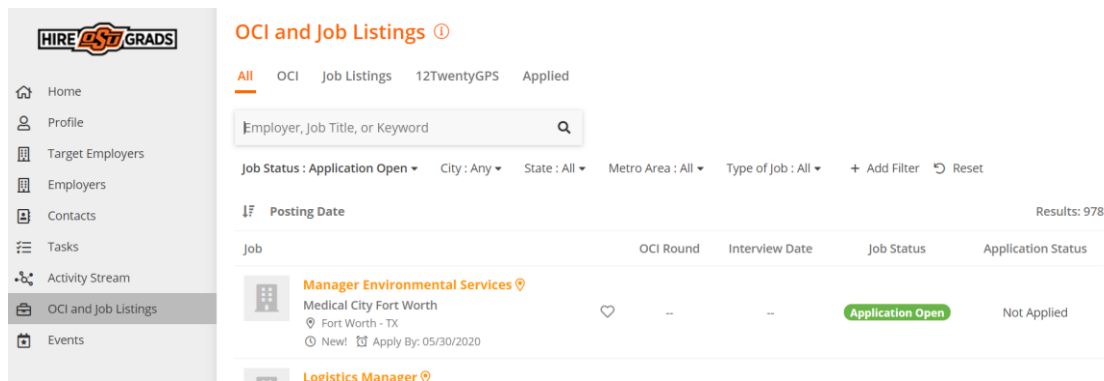
2) Use the "Filters" at the top of the page to search for jobs that match your criteria

- Searching is robust and allows you to find your target opportunities quickly.

- Target your job search by location, type of job, application deadline, industry or practice area preferences.

- Click on the "heart" icon to favorite job posting you want to come back to later.

3) Set up "Saved Search Notifications" to get notified via email when new opportunities are available that match your criteria

- You can easily save any search results by clicking the bar at the bottom of the page that says "Turn on email alerts for the search."

- Click the "My Saved Searches & Alerts" button from the bottom right hand corner to give your saved search a name and to let us know how often you want to be alerted of new opportunities that match your search.

- Easily access your saved searches in the lower right corner via the "My Saved Searches & Alerts" button to update your frequency of delivery and/or delete the saved search.
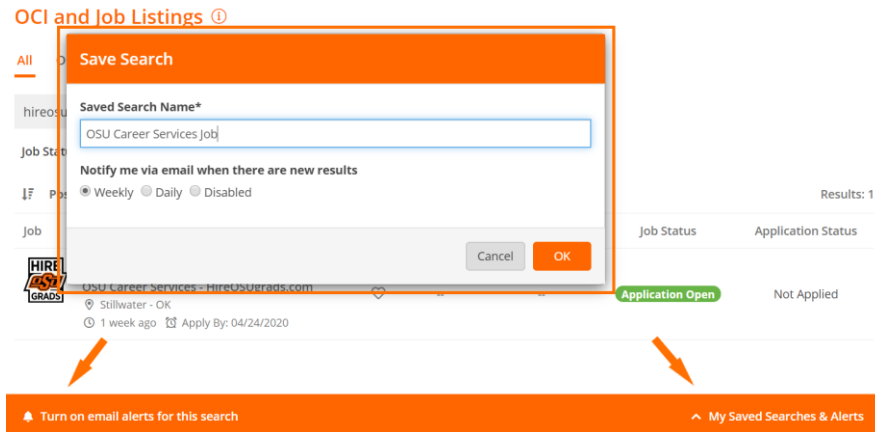
4) Click on the job you want to learn more about to see the application criteria
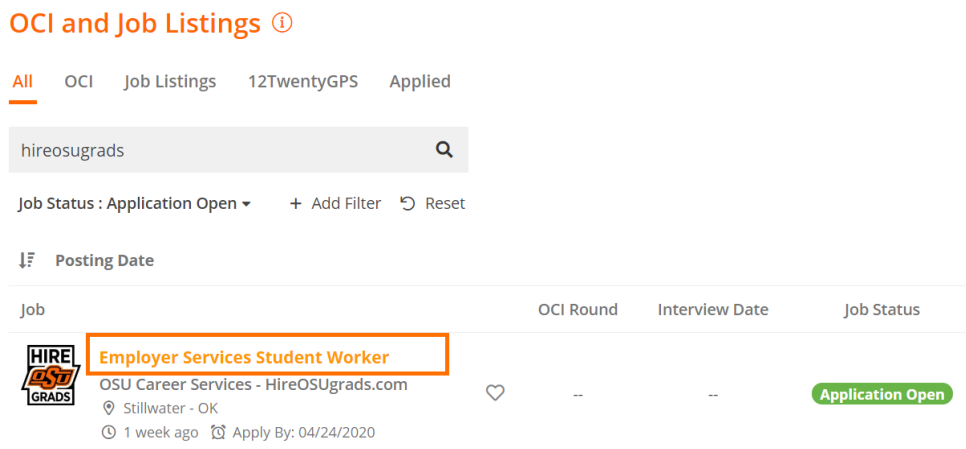
5) Once you click into a listing you will see all the pertinent information, job description, application deadlines, and application instructions.
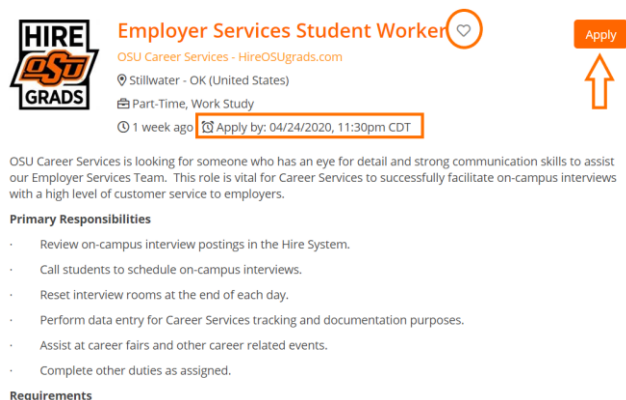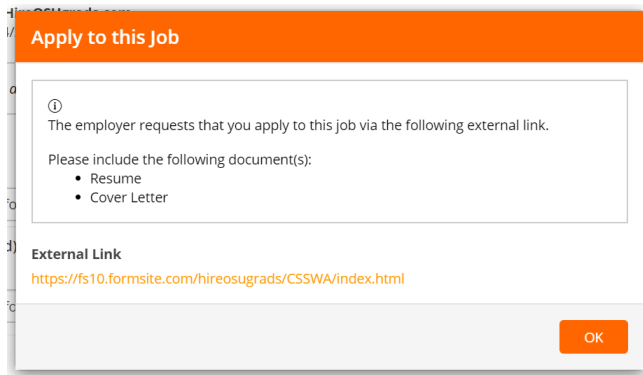
6) Click the "Apply" button in the top right hand corner of the page to submit your application documents.

When the employer is posting the job, they can select from multiple application methods: collect applications via the system or applications by email, fax, and external website.

External Application -

- If the employer has requested to receive the applications by email, fax, or an external website you will see this noted in the pop up window along with the required documents.
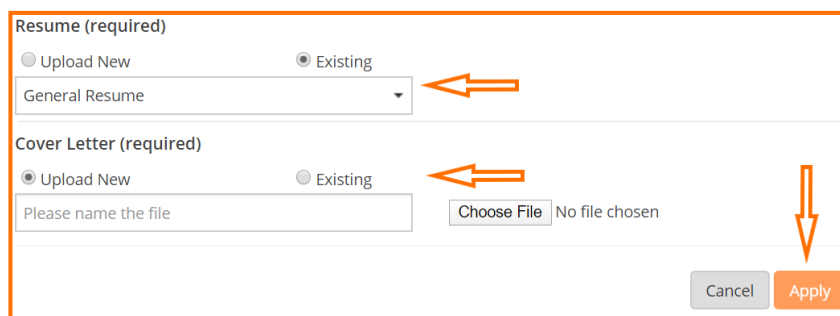
- These applications will not be automatically tracked in the careers portal. However, using the Target Employers module, you can track every step of this application by adding this employer to your Target list.

Career System Application -

- If the employer has requested that you submit applications through the system, you will be prompted and able to submit the requested documents on the next screen.

- All required documents must be submitted in order to successfully apply

- You can choose from your existing /pre-saved documents or choose a new file from your computer.

  - ○ *Note: Please upload all documents in PDF format to ensure employers can easily download these into an "Application packet."*

Don't forget to click the "Apply" button on the bottom of the page to complete your application.

7) Confirmation of Application

- Once you have officially submitted your application documents and clicked the final "Apply" button at the bottom of the screen, you will see a "Congratulations" page confirming your application.

- You will also receive a confirmation email with a direct link back to this job listing so you can continue to edit your application before the application deadline.

Congratulations!

You have successfully applied to Employer Services Student Worker at OSU Career Services - HireOSUgrads.com!

Pertinent Details

Location   Stillwater - OK (United States)

[Back to Job Details]

8) Keep track of your Applications

- Use the "Applied" tab of the "OCI and Job Listing" module to track the applications you submit directly via the platform.

- If you submitted a job application via an external method like email, fax, postal mail, or an external website - you should keep track of this using the Target Employers module.

OCI and Job Listings ⓘ

All   OCI   Job Listings   12TwentyGPS   [Applied]

Results: 3

Job		OCI Round	Interview Date	Job Status	Application Status	Application Date
HIRE OSU GRADS	**Employer Services Student Worker** OSU Career Services -... ⊙ Stillwater - OK ⏲ 1 week ago ⏲ Apply By: 04/24/2020	--	--	Application Open	Applied	04/23/2020, 4:23pm CDT

Navigating OCIs

Employers who often partner with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually). Every year we have a handful of employers that come back to participate in these recruiting programs called "OCIs." Let's take a look at how to apply for an interview with employers participating in Interview Programs.

1) From the "OCI and Job Listings" module click on the OCI Tab
- **OCI Tab -**This tab allows you to sort for just the OCI listings. On the screen below, you will see all the OCI opportunities available to you.

- **OCI Round -** We may host multiple Interview programs every year. This column will notify you of the OCI Program the employer is attending.

- **Interview Date -** In the search results, you will see the employer's interview date.

2) Identify the employers you want to apply to interview with during OCI
- Use the "filters" to target your search by location, OCI Round, interview date, industry, etc.

- Click on the "heart" icon to favorite a listing.

OCI and Job Listings ⓘ

All **OCI** Job Listings 12TwentyGPS Applied

| Employer, Job Title, or Keyword | 🔍 |
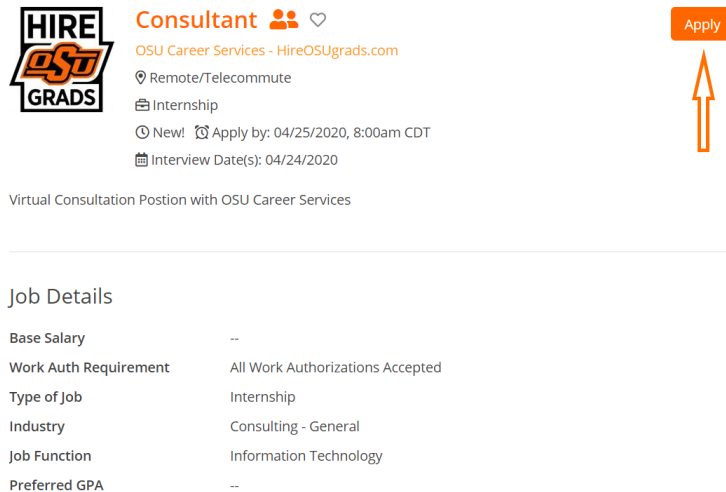
Job Status : Application Open ▾   Employer : All ▾   City : Any ▾   Job Title : All ▾   State : All ▾   Metro Area : All ▾   Type of Job : All ▾   + Add F

↓≡ **Posting Date**

Job		OCI Round	Interview Date	Job Status
Consultant 👥 ⟵ OSU Career Services - HireOSUgrads.com 📍 Remote/Telecommute 🕐 New! ⏰ Apply By: 04/25/2020	♡		04/24/2020	**Application Open**

3) Once you click into an OCI listing you will see all the pertinent information and interview requirements

- You'll be able to see the employer's interview and hiring criteria, application deadlines, and the application documents that are required to apply to interview with the employer.

- Click the "Apply" button in the top right hand corner of the page to submit your application documents directly through the system.

Consultant 👥 ♡   Apply

OSU Career Services - HireOSUgrads.com
⦿ Remote/Telecommute
🖺 Internship
🕑 New! ⏰ Apply by: 04/25/2020, 8:00am CDT
🗓 Interview Date(s): 04/24/2020
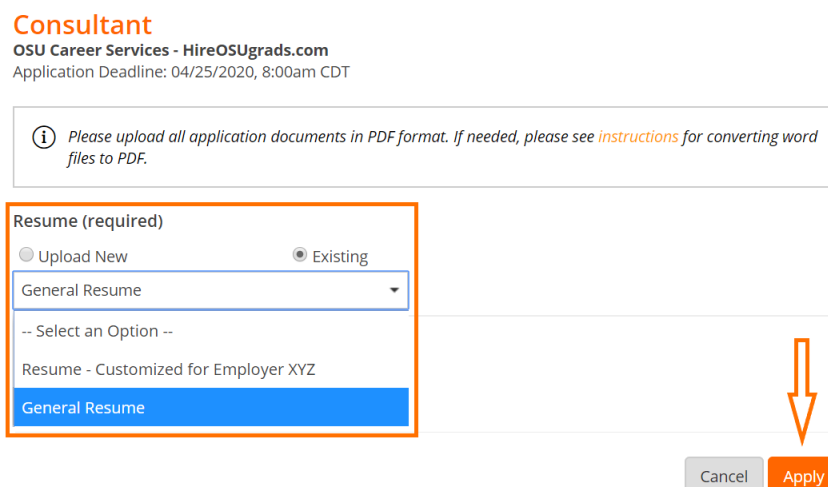
Virtual Consultation Postion with OSU Career Services

Job Details

Base Salary	--
Work Auth Requirement	All Work Authorizations Accepted
Type of Job	Internship
Industry	Consulting - General
Job Function	Information Technology
Preferred GPA	--

4) On the next screen, you will be able to upload your applications documents

- All required documents must be submitted in order to successfully apply for the OCI.

- You can choose from your existing, pre-saved documents, or choose a new file from your computer.

  - *Note: Please upload all documents in PDF format to ensure employers can easily download these into an "Application packet."*

Consultant
OSU Career Services - HireOSUgrads.com
Application Deadline: 04/25/2020, 8:00am CDT

ⓘ *Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF.*

Resume (required)
○ Upload New   ⦿ Existing

General Resume   ▼

-- Select an Option --

Resume - Customized for Employer XYZ

General Resume

Cancel   Apply

Don't forget to click the "Apply" button on the bottom of the page to complete your application.

5) Once you have officially submitted your application documents and clicked the final "Apply" **button at the bottom of the screen, you will see a** "Congratulations" **page confirming your application**.

- You can edit your application materials before the "Application Deadline by clicking the "Back to Job Details" button.

- You will also receive a confirmation email with a direct link back to the listing so you can continue to edit your application before the application deadline.

Congratulations!

You have successfully applied to Consultant at OSU Career Services - HireOSUgrads.com!

Pertinent Details

Location	Remote/Telecommute
Primary Job Contact	Gary Tan

Do you want to select an interview time now?

<div style="text-align:right">Back to Job Details</div>

6) Check the status of your OCI applications

- You can check the status of your applications and interviews from the "Applied" tab of the "OCI and Job Listings" module.

- You will also receive emails throughout the Interview Program with a direct link to the OCIs so you can take the next steps at the right time.

- After the application deadline, the employer will receive your application materials and make a decision on the students they want to interview.

7) Once you have been extended an offer to interview, you will need to pick an interview time

- If you are extended an interview, you will receive an email prompting you to log into the Hire System to pick your interview time.

- You can click the link in the confirmation email or navigate to the OCI listing from the Applied tab to select an interview time.

Consultant 👥 ♡

OSU Career Services - HireOSUgrads.com
⊙ Remote/Telecommute
🗄 Internship
⊙ New! ⏰ Apply by: 04/25/2020, 8:00am CDT
📅 Interview Date(s): 04/24/2020

Application: You applied for this job posting on 04/23/2020, 5:40PM CDT.   Withdraw from Interview   Withdraw from Application   Edit Application

Open Sign-Up: You can sign up for interview between 04/23/2020, 12:30AM CDT and 04/25/2020, 8:00AM CDT.   ➡   Select Interview Time

Note: If you are an alternate and have moved up into an alternate slot in the selection process, you will be notified via email. Please follow the instructions for selecting your interview time.

8) Select your Interview Time on a first come, first serve basis

- You will see a list of all the available interview slots and you can pick your desired interview time by clicking the "Select Time" button.

- Once you have selected an interview time, you will receive an email confirming your interview time and the location of the interview (On Campus, Off Campus, or Virtual).
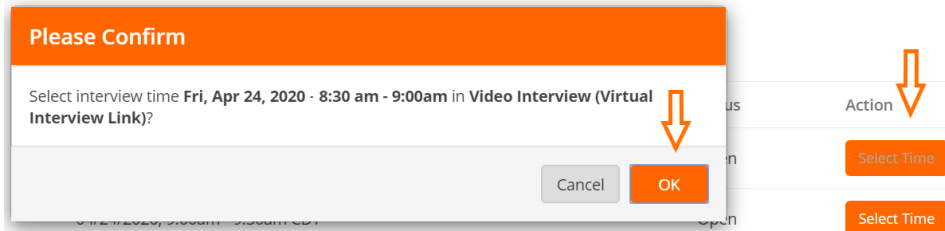
9) Final Schedule Notification

- Once the administrative team releases the final interview schedule you will receive one final email confirming your interview and time.

- The interview will also appear on the "Upcoming Tile" of your Homepage.
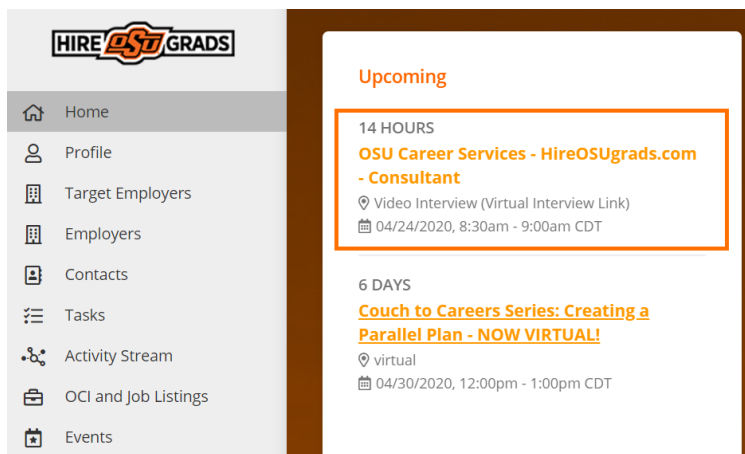
Events

In the events module, you can register for upcoming events (i.e. Workshops, Webinars, Employer Connection Session, Career Fairs, etc)

1) Let's head over to the Events module from the your side nav bar to see all of the upcoming events (On Campus, Off Campus, and Virtual)

- Here you can apply filters to target your search, for example: use the "Event Type = Career Fair" filter to quickly find the career fairs available.

2) Clicking on the name of the event, opens the event details page.

- From here, you can click the "Register" button in the top right hand corner to RSVP

Note: Some events are "time-slotted" so you'll be able to register for a specific time instead

- On the Event Details tab of a "time-slotted" event, you will click "Select Time-Slot" button to select your time

- *Note: Students may only register for one time-slot per event.*

Some events like Career Fairs allow employers and students to register for the event, which gives you the opportunity to see a list of all the employers that plan to attend the event. This allows you to do your research before the event start date.

- On the Event page, you will be able to click on the "Employers" tab of the event to see and search through a list of all attending employers

3) Once you are registered, you will see a confirmation screen