

On-Campus Interviewing: A Guide for Students & Alumni

What are on-campus interviews?

Career Services works with employers to fill internship, co-op, and full-time positions. On-campus interviews occur both during a formal, eight week period each semester and other times during the year at the request of a company. Companies schedule dates throughout the eight week sessions; check frequently for new additions. All interviews take place in Career Services, 278 Millennium Student Center. You must be registered with Career Services and have your resume in our Candidate Database to participate.

A few terms to remember:

- **Open schedules** permit all interested applicants who are registered with Career Services the opportunity to sign up for an interview, provided they meet the minimum criteria designated.
- **Pre-Select schedules** allow the company to screen candidates' resumes prior to interviewing. Candidates submit resumes to Career Services on-line **3 weeks prior to the interview date**. The employer views the resumes and selects candidates to interview. Candidates then sign up for an interview appointment.
- **Information sessions** are events (such as presentations) hosted by the employer prior to the interview visit in order to provide you with more data on the company. Information sessions may also be open to all interested candidates or closed, only allowing invited interview candidates to the event. Check UMSLCareerKey for more information on specific information sessions.

How do I request and schedule an interview?

Step One: Complete your **profile** and upload your **resume** into UMSLCareerKey.

Step Two: Locate interview schedules of interest to you by hovering over the “**Schedules**” menu in UMSLCareerKey and selecting “Qualified Schedules.” This will show you the schedules for which you are qualified for interview consideration. (Qualifications are determined by the employer.)

Step Three: Select the position you are interested in. Review the job details. Read the description carefully to make sure you provide all requested materials, such as transcripts or employment applications. **You must have a resume on file in order to participate!** Application procedures will depend on the schedule type.

Open Schedules: Click on the “Sign-up” link. You will then be directed to the “Sessions” section of the schedule profile. Click on the interview date to see the available interview time slots. To sign up for an interview time, click on the “Sign-up” link under the “Action” column. You will receive a confirmation message once you have selected a time slot.

Pre-Select Schedules: Click on the “Request Interview” link. Click “Save” to submit your information. You will receive a confirmation message once you have submitted your request.

Step Four (Pre-Select Schedules): Hover over the “**My Account**” menu and select “**My Activity.**” Click on the gray “**Schedules**” tab for a list of your preselection activity and a display of your interview status. Once the employer accepts your job application, you may sign up for an interview slot on a first-come, first-serve basis. If you are selected, your preselect status will be listed as “Accepted.” Click on the job title. You will then see two gray boxes that will allow you to select an interview time or decline the interview. Click on “Sign-Up.” You will then see a section entitled “Sessions.” Click on the interview date of interest to you. Click on the “sign-up” link again to view a list of available time slots and select an interview. You will see a confirmation message on screen (in red) once you have selected a slot.

***Note:** You may also use this screen to cancel or change an interview time. If you are unable to make modifications to your schedule time online, please call Career Services at 314-516-5111.*

Step Five: Interview! To prepare for your interview, attend an Interviewing Skills workshop or participate in a mock interview with a Career Services Coordinator.

Hints for Success:

On-campus interviews are “real” job interviews and you should prepare for them accordingly. Here are some strategies for improving your on-campus interviewing experience, based on employer feedback.

- Research the company and the position for which you are applying.
- Verify if additional application materials are required before your interview (e.g., transcripts).
- Attend the company’s information session, if applicable.
- Dress in appropriate interview attire (i.e., a suit).
- Rehearse sample interview questions or complete a mock interview with a Career Services Coordinator (mock interviews available by appointment).
- Arrive approximately 10 minutes before your scheduled interview time.
- If you accept a job offer, contact Career Services so we can remove your name from future interview schedules.
- Remain aware of important deadlines. The application end date for pre-select interviews is 3 weeks prior to the interview date. You will have until one week before the interview to select an appointment time for both open and pre-select interviews. The schedule will then “freeze,” meaning that no modifications can be made without assistance from Career Services.

Cancellation Policy

Please call Career Services at 314-516-5111 at least 24 hours before your scheduled interview if you must cancel. “No-Shows” and/or frequent cancellations may result in suspension of interviewing privileges.

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