

ON-CAMPUS ACCOUNTING INTERVIEW PROCESS

This guide provides instructions on how to sign up for on-campus interviews.

TO VIEW ON-CAMPUS INTERVIEW SCHEDULES AND EMPLOYERS

- From the Regis home page, go to the Career Services web site to log in to **CareerLink**.
- Enter your username and password. (If you are not registered on **CareerLink**, please select the “Click here to register” text and complete your profile. **Note:** After submitting your profile, your status will need to be confirmed by Career Services before you have access to sign up for interviews or use the system.
- Click on *Interview Schedules*, then “Sign up for interviews I qualify for.”
- On the next screen, you will see the list of companies scheduling interviews.
- Click on the Interview Date heading once to put the interviews in chronological order (this will help you keep on track of which ones you need to pay attention to first).
- Click on the job titles to read the descriptions. Read this information thoroughly for application instructions. For example, some employers will direct you to sign up both in **CareerLink** AND on their web site.
- At the bottom of the screen you will see important resume submission and deadline dates.
- Deadlines are not negotiable.

TO SIGN UP FOR AN INTERVIEW

- In order to sign up for any interview, **YOUR RESUME MUST BE UPLOADED** in **CareerLink**. Request Period Open and Request Period Closed indicate the starting and ending dates between which you can sign up as a potential interviewee.
- By clicking on the red text, Sign up for Interview, your resume will automatically be submitted to the employer at the end of the Request Period. **If the link does not appear for you to sign up for an interview, call Roxane at the number provided below.**
- The employer will review resumes and select candidates to interview. If you are selected, you will be emailed and instructed to sign up for an interview during the dates indicated for “Accepted Students Sign-up Open.” This is the “Preselect” process.
- To sign up for an interview, go back to the screen where you requested an interview and you will be able to access the interview schedule.
- Be sure to be on time, and dressed professionally, for your interview. If you can not keep your scheduled appointment, please notify Career Services **ASAP**.