

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

- Go to www.myinterfase.com/regis/student 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, just click the Search button.
- 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.
- Below the description 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. On the candidate signup date, the employer will email those who have been selected. This is the “Preselect” process.
- When you receive notification, go back to the sign up page 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**.

Using *Regis Career Link*

LOG ON

- Go to www.regis.edu/careerservices
- From this site, click on ***Regis CareerLink***
- If your login doesn't work, contact Career Services at the email or phone numbers below

IF YOU DON'T HAVE AN ACCOUNT

- If you have never logged on to ***Regis CareerLink***, you can request an account by clicking on "**Click here to register!**" located at the bottom of the page
- Career Services will notify you by email when your account is activated. Current students can get a RegisNet email account at <https://insite.regis.edu>

POST YOUR RESUME

- Click on **My Account** and select **My Documents**
- Click on **Upload File** and follow the directions to upload your resume from an original MS Word document. You can also upload a cover letter, and portfolio documents

LOOK FOR JOBS

- Click on **Job Search** and search by job type and location
- Some job applications can be done in the system
- You can save your search criteria to repeat at another time
- Your saved search can be set to automatically email new job announcements that meet your search criteria

If you have questions about ***Regis CareerLink***,
please contact

Regis University Career Services at:

careers@regis.edu

or call

303-458-3508 or 1-800-388-2366 x3508