

On-Campus Interviewing Process for Students/Alumni



Learners Becoming Leaders

On-Campus Recruiting is a service of Career Services which provides students/alumni opportunities to interview with potential employers for career opportunities. Employers request to do on-campus interviews, submit a job description and pre-select the candidates they would like to interview. Interviews take place in Career Services Department.

STEP 1- Register on Regis CareerLink

Register for an account in the Regis "CareerLink" job site. Go to www.regis.edu/careerservices and click on "Regis CareerLink". Then click on the "Students and Alumni" link. The registration process will begin. If you prefer to register in the Career Services department, stop in M-F 8:30am-12noon or 1:00pm-5:00pm and get assistance. We are in the Coors Life Directions Center.

STEP 2- View On-Campus Interview Schedule

You can see who is coming to campus to conduct interviews by logging into your CareerLink account and clicking on the "interviews and events" icon. In the dropdown menu at the top of the page, select "interviews". Employers are added to the schedule throughout the semester so check the schedule regularly.

STEP 3- Decide Whom You Would Like to Interview With

After checking the interview schedule, carefully read over the job description (job opening) for which the company is interviewing. Make sure that you are qualified to interview based on the qualifications/requirements listed in the job posting. Additionally, it is very important that you pay attention to job location, travel and citizenship requirements to further validate that it is an opportunity you are qualified to interview for and one that you are interested in.

STEP 4- Submit Your Resume

Once you have decided which employers you would like to interview with, go to the position posted with the employer and submit your resume during the specified sign-up period. Your resume will be automatically forwarded to the employer at the end of the sign-up period. The employer will review all resumes received and select the applicants they wish to interview.

STEP 5- Find Out if You Have Been Selected

You will receive an email a few days prior to the interview date that will notify you as to whether or not you have been selected for an interview. Additionally, you can login to your CareerLink account after the selections have been made and you will be allowed to schedule an interview time if you are selected for an interview.

STEP 6- Sign Up for an Interview Time

If you determine you have been selected for an interview, you must sign up for a time slot on the interview day. Login to CareerLink and go to "interviews and events".

If you have been selected, you will be capable of signing up for an interview time from this section.

STEP 7- Prepare Yourself for the Interview

Prepare yourself for the interview by researching the company and learning as much as you can about the organization and the position. The employer website usually contains good information and if you know someone who works there, take advantage of this resource.

Work on developing and refining your interviewing skills. Practice answering questions that might be asked and consider scheduling a mock interview with a Career Counselor. This can be done through Career Services. Go to the Career Services web page at www.regis.edu/careerservices and click on "job search" and "interviewing" to find more valuable resources to help you prepare.

STEP 8- Interview!

Arrive in Career Services 10-15 minutes prior to your interview time. Let the receptionist know who you are and that you are here for an interview. You will be met by the recruiter in the waiting area when he or she is ready for your interview. Good luck.

STEP 9- Follow-up!

Each interview you participate in should be followed-up with a thank you letter to the recruiter. Express your appreciation for the interview, reiterate your qualifications, and show your interest in working for their organization.

Retaining Your On-Campus Recruiting Privileges

In order to retain your privileges you must be respectful of the process. Canceling last minute for an interview or "no-showing" reflects negatively on you, Career Services and Regis University. This causes someone else to lose the opportunity to interview. Therefore, you must give a 24 hour notice of cancellation and if you "no-show", you will forfeit your eligibility to interview in the future until you submit letter of apology to the recruiter and a copy of that letter to Career Services.

