On-Campus Interviews

Sign up for on-campus interviews, identify employers coming to campus to interview students for co-op or full-time professional positions, send your resume directly to employers before your on-campus interview.

UNIVERSITY OF WISCONSIN-STOUT

ACCESS ON-CAMPUS INTERVIEWS

◊ Log into your Stout CareerLink account.
  ◇ If you need to create your Stout CareerLink account, view the tutorial here: http://www.uwstout.edu/careers/upload/stu_stout_careerlink_access.pdf
  ◇ Move your cursor over “On-Campus Interviews” in the top navigation bar.

TO VIEW SCHEDULES THAT MATCH YOUR QUALIFICATIONS

Employers seek students with certain qualifications, such as major, GPA, and student classification, so it’s VERY IMPORTANT to keep your profile and information up to date!

◊ Move cursor over “On-Campus Interviews” in top navigation bar. Click “Schedules Matching Your Qualifications.”

◊ IMPORTANT: Read the information at the top of the page about different types of sign-up methods.
  ◇ The employer’s sign-up method will determine how to schedule an interview.
  ◇ Check the current sign-up method for your desired position under the job title in your search results.

◊ Click the position title for more information and interview schedule:
  ◇ For company description: click the link under “Employer Name”
  ◇ For position description: click the link under “Linked to Jobs”

◊ To view all interview schedules, click “All Schedules” in drop-down menu. Sort by clicking “Advanced Search.”

SIGN UP FOR AN INTERVIEW

◊ OPEN sign-up method:
  ◇ Click the position title and scroll to the “Sessions” section. Then click the date you would like to interview.
  ◇ Follow the instructions in the “Timeslots” section to sign up for your interview.
  ◇ Before signing up for an interview, be sure you understand the Cancellation/No Show Policy: http://www3.uwstout.edu/careers/noshow.cfm
  ◇ To cancel an interview, click “Cancel.” To switch to another time slot, click the “Switch Time” link.

◊ PRE-SELECT sign-up method:
  ◇ Click the “Request Interview” button at the top of the page.
  ◇ Employer will review your resume and contact you if they desire an interview.

CAREER SERVICES

University of Wisconsin-Stout, 103 Administration Building, Menomonie, WI 54751
7:30 a.m. - 4:30 p.m. Mon. - Fri. | 715-232-1601 | 715-232-3595 (fax) | careerservices@uwstout.edu | www.uwstout.edu/services/careerservices