How to Sign Up for a Campus Interview

1. Log into Wildcat JobLink.
2. Click on Jobs on the upper toolbar. Select Jobs and Campus Interviews from the drop down menu.

3. On the “job postings” screen, find the Show Me drop menu and select either Interviews I Qualify For or All Interviews and click Search.

4. If you meet all of the employer’s screening criteria and resume submissions are still being accepted (check the dates) you should be allowed to submit your resume as shown.
5. After submitting your resume you can check the status of your application by clicking Interviews on the top toolbar, then selecting the Interview Requests tab. Pending indicates your resume is still under review by the recruiter.

Click Withdraw Application to remove yourself from consideration anytime before the Resume Submission End Date.

6. By the SignUps Start date, you should know your status from the employer. You will see either Invited! (as shown) or Not Invited. If you are invited to interview, you will see the Schedule Interview button. Click it only if you want to interview with this employer; if you do not want to interview, choose Decline Interview to allow consideration of other applicants.

7. When you click the Schedule Interview button, you will be able to select your interview time and date. After making your selection, click on the Submit button.

8. Monitor the status of all of your Campus Interviews from the Scheduled Interviews tab. The latest you may cancel a scheduled interview is two business days in advance using the Cancel button. The system will not allow cancellations less than two business days out; you must contact Career Services directly. Shorter notice results in a No-Show; for more details, review the exact policy in your copy of the Job Search Guide.