

EIU CAREER SERVICES – On-Campus Interview Program Guide

1301 Human Services Center • 581-2412 • www.eiu.edu/~careers

On-Campus Interviews are conducted every fall and spring semester through the Career Services office. Employers representing a variety of diverse fields participate in these recruiting events.

All EIU students and alumni who are actively registered with Career Services are eligible to participate in the On-Campus Interview Program.

If you are not currently registered with Career Services you may do so by completing the online registration at www.eiu.edu/~careers or by calling Career Services at 217-581-2412.

Search & View Interview Schedules

- Log into your Panther Recruiting account at www.eiu.edu/~careers.
- You **MUST** have your **RESUME UPLOADED** to apply for interviews.
- Select **Job Search** under the **Jobs & Internships** tab on the navigation bar
- Select **Jobs with interview schedules** in the 1-Click Searches section
- Review list of employers conducting interviews
- Click on **Job Title** to review job description, qualifications, interview details, etc.

Apply for PRE-SELECT Interview Schedule

PRE-SELECT Interview Schedules are available to any student who meets the minimum requirements, but you will have to be Pre-selected by the employer before scheduling an interview time. Your resume will be sent to the employer for consideration and you will be contacted when accepted for an interview.

- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**
- Once you have been accepted by the employer, you will receive an e-mail notification to schedule an interview time.

Signing up for an Interview

- Log into your account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire. Be sure to give yourself plenty of time between classes to arrive promptly and change clothes if needed.
- Click **Save** and your slot will be reserved

REMINDER: Check all interview dates for Employer Informational Sessions (see Search Employer Info Sessions/Events on reverse side). You will want to attend these to gain more information about the employer and to speak with the recruiters in a more informal setting.

Apply for OPEN Interview Schedule

OPEN Interview Schedules are available to any student who meets the minimum requirements set forth by the employer. You will be able to select an interview time immediately.

- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume, Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**
- On the **Interview Sign Up Page**, select the time slot that works best for your schedule. Be sure to give yourself plenty of time between classes to arrive promptly and change clothes if needed.
- Click **Save**

Search Employer Info Sessions/Events

- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details

POLICIES

Cancellations - Should be avoided if at all possible. These are professional interviews and student interview etiquette reflects upon EIU. If you must cancel you must do so 48 hours prior to your scheduled time. Early notification allows other candidates to interview and gives the recruiters time to adjust their plans.

Changing Interview Time - You may change your interview time online if it is within a specified number of days prior to the interview date. The timeline varies for each employer, so if you are not allowed to change your time online, contact Career Services at 217-581-7461.

No Shows - If you are scheduled for an interview and do not notify the employer or Career Services as to why you did not attend the interview, you will be considered a no show. You will be blocked from the Career Services on-campus interview program and will be removed from already scheduled interviews and be unable to scheduled future interviews. To be reinstated to the interview program, you will be required to make a formal apology to the employer. Contact our office for information about how to do this. Reinstatement is at the discretion of our office.

Qualifications - If you do not meet the minimum qualifications, but are very close, i.e., GPA, then stop by or call Career Services. Depending upon the situation, we may be able to speak to the recruiter on your behalf to see if any exceptions can be made. Eligibility to work permanently in the U.S. is rarely waived as a requirement.

PREPARATION

Arrival - BE EARLY!! The accepted standard is 10 minutes early for your interview. Unless otherwise noted, ALL interviews will take place at the Career Services office. Check in at the front desk.

Interview Attire – see the *Dressing for Success* page in the Interviewing Skills section of Career Services' website. Also be sure to bring another copy of your resume, pen, notebook and your research notes and questions. Keep all of these items neatly in an organizer or portfolio if possible.

Research the Employer - Always prepare for an interview by knowing about the company and the industry. Researching gives you credibility and confidence in an interview and helps you establish questions you can ask during the interview. View the Interviewing Skills section of the Career Services website for more information

Questions? Please call Debbie Endsley at 217-581-7461.