



WORKING WITH SCHEDULES

STEP-BY-STEP INSTRUCTIONS

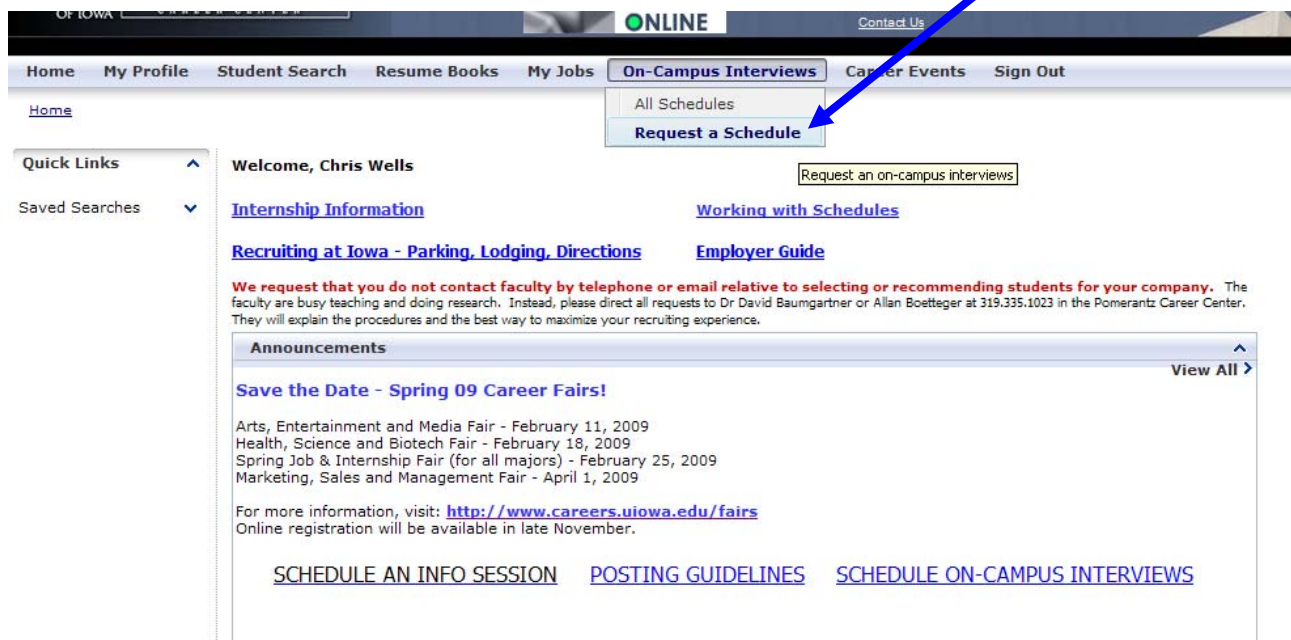
PRINT THIS DOCUMENT

If you chose an Open schedule, all you will need to do is click on the Session ID number at the bottom of your schedule page to see who has signed up on your schedule.

SCHEDULING AN ON-CAMPUS INTERVIEW

Scheduling an on-campus interview is all done online. You can assume that we have any date open that you request because we have a number of interview suites available.

Once you login to your UI Employment Expo account, you will click on the “On-Campus Interviews” tab and then click on the “Request a Schedule” option.



The next page is where you will enter the job description, requirements, and details about your schedule, and it looks like this:

Home My Profile Student Search Resume Books My Jobs On-Campus Interviews Career Events Sign Out

Schedule Request

Quick Links ^
Saved Searches v

WORKING WITH SCHEDULES Save Cancel

For fields that allow multiple selections, press and hold the CTRL key while making selections.

Posting Information

*Job Title:

Is this an insurance organization?:

Schedule Reference:

*Organization: TEST COMPANY

*Job Location ^(?):

*Job Description:

Spell Check

Is this a paid internship?:

*Internship is available for: Fall Not an internship Spring Summer

Posting Information

Requirements

Minimum Cumulative GPA:

*Classification: 1st Yr Undergrad (Freshman) Sophomore Junior Senior

*Degrees Seeking: Juris Doctor Master Doctorate Certificate

*Majors Seeking ^(?):

Add/Remove

*Type of Position: Full Time Internship Mock/Intern Registration Only

ENTER THE INFORMATION BELOW AS ACCURATELY AS POSSIBLE AS YOU WILL NOT BE ABLE TO EDIT IT LATER.

Choose the correct schedule type:
OPEN - Any qualified student can sign up directly on the schedule
PRESELECT - Resumes are submitted online. You review the resumes and decide who you want to interview.

NOTE: IF YOU ARE PLANNING AN INFORMATION SESSION AND YOU WILL BE INTERVIEWING UNDERGRADS IN BUSINESS OR LIBERAL ARTS AND SCIENCES, PLEASE CALL THE TMU AT 319.335.3115.

Interview Request Preferences

*Schedule Request Type: Preselect

*Interview Date ^(?):

*Length of Interviews (in minutes):

*Total # of rooms needed:

*Is this the only job on this schedule?:

Job titles for this schedule:

Additional Info (Will NOT be seen by students):

Spell Check

Interview Rec

Save Cancel

Once you complete this form and hit the "Save" button, your request will be saved in Expo. The Recruiting Coordinator will review your request and if there are any issues that need to be discussed, you will be contacted. It can take several days for your schedule to be made available to the students so don't panic if you don't see the status change to Active immediately.

YOU WILL RECEIVE AN EMAIL AS SOON AS YOUR SCHEDULE IS ACTIVE.

YOUR SCHEDULE IS NOW ACTIVE

Now that your schedule is active, the students now have access to it on their “**Qualified Interviews**” page. They have a page they can click on to see all the on-campus interviews that they automatically qualify for. They can now submit their resumes to the preselect schedules and/or sign up directly on the open schedules.

If you chose a Preselected schedule, **please be very mindful of the timeline**. Below is an example of a timeline – this is NOT YOUR TIMELINE. It is just an example. Make a special note about the “**Preselects due by**” date below. You MUST have your preselects done by the end of the day on this date. **Students are counting on you to be able to sign up on the “Sign-up for accepted students” date.**

Also, **pay attention to dates BETWEEN** the “**Last day to submit resumes**” and “**Sign-up for accepted students**” dates. **These are the ONLY dates that you will be able to make your preselects.** In this example, this means that you will be able to select those students you want to interview on March 13, 14, and 17th. (The 15th and 16th are Saturday and Sunday.)

Timeline	
*Schedule Type: Preselect	
Preselects due by: 03/17/2008	
Freeze Date/Time (No add'l changes allowed): 3/19/2008 1:00 AM	
Current Signup Method: Submit resume	
Scheduled Timeline Changes	
Date	Signup Method
2/12/2008	Submit resume
3/12/2008	Last day to submit resumes
3/18/2008	Sign-up for accepted students
3/20/2008	Sign-up for students chosen as alternates
3/21/2008	Schedule is closed
3/22/2008	Sign-up on the schedule if a timeslot is available
3/23/2008	Schedule is closed

Requirements [\[Edit\]](#)

You will receive a couple of emails reminding you to get your preselects done. Please, please pay attention to those messages and make sure you get your preselects done on time.

This is what you will see when you click on "On-Campus Interviews>All Schedules" and select the schedule you want to open:

Home My Profile Student Search Resume Books My Jobs On-Campus Interviews Career Events Sign Out

Schedules > Schedule

Page Functions ^
 Manage Preselects > (1)
 Quick Links ^
 Saved Searches v

Viewing Schedule: 1817/Test Clerk - FOR TESTING PURPOSES ONLY

Profile View | Posting Information | Requirements | Required Document Categories

Posting Information [Edit]

TO VIEW SUBMITTED RESUMES:
 On the left of this page - PAGE FUNCTIONS>MANAGE PRESELECTS

*Schedule ID: 1817
 *Job Title: Test Clerk - FOR TESTING PURPOSES ONLY
 Is this an insurance organization?: No
 Schedule Reference:
 Organization: TEST COMPANY
 Linked To: Chris Wells
 *Job Location : IA-Cedar Rapids
 *Job Description: THIS IS A TEST - THIS IS NOT A REAL JOB. PLEASE DO NOT APPLY TO THIS.
 Is this a paid internship?:
 *Internship is available for: Spring

Sessions

CLICK ON THE SESSION ID OR THE INTERVIEW DATE BELOW TO SEE THE NUMBER OF TIME SLOTS OR THE STUDENTS WHO HAVE SIGNED UP ON YOUR SCHEDULE.

Session ID	Interview Date	Interview Location	Recruiter	Status
2342	7/2/2006	Pomerantz Career Center	Chris Wells	Inactive

Timeline

If you have a PRESELECT schedule, you MUST have your preselects done BY THE END OF THE "PRESELECT DUE BY" DATE SHOWN BELOW!!! Students are waiting for you to make your preselects so please do not disappoint them and be late. When you're late, there are many changes that must be made to allow you to go in and make your preselects.

You will NOT be able to make your preselects until after the day after the "Resume submission deadline - Employers make preselects" date and the day before the "Sign-up for accepted students" date. Please take a look at the dates below on the timeline, mark them on your calendar, and stick to this timeline. It is very, VERY important you make your preselects on time.

*Schedule Type: Preselect
 Preselects due by:
 Freeze Date/Time (No add'l changes allowed):
 Current Signup Method: Schedule is closed

Scheduled Timeline Changes

Date	Signup Method
5/21/2007	Submit resume
6/19/2007	Resume submission deadline - Employers make preselects
6/23/2007	Sign-up for accepted students
6/25/2007	Sign-up for students chosen as alternates
6/26/2007	Schedule is closed
6/27/2007	Sign-up on the schedule if a timeslot is available
6/28/2007	Schedule is closed

Requirements [Edit]

Minimum Cumulative GPA: 3.5000
 *Classification : Alumnus
 Masters Candidate
 Senior
 *Degrees Seeking: Bachelor
 Master
 *Majors Seeking : BUS - Marketing
 ENGR - Electrical/Computer Engineering
 CLAS - Actuarial Science
 *Type of Position: Full Time
 Internship
 Mock/Intern Registration Only

Required Document Categories [Edit]

Cover Letter
 Resume
 Transcript

Employer Interview Request Information

*Schedule Request Type:
 *Interview Date :
 *Length of Interviews (in minutes):
 *Total # of rooms needed:
 *Is this the only job on this schedule?:
 Job titles for this schedule:
 Additional Info (Will NOT be seen by students):

Control Information

Schedule Filled: No
 *Status: Inactive

Click on "Manage Preselects" to view the resumes.

Home My Profile Student Search Resume Books My Jobs On-Campus Interviews Career Events Sign Out

Schedules > Schedule

Page Functions
Manage Preselects (1)
 Quick Links
 Saved Searches

Viewing Schedule: 1817/Test Clerk - FOR TESTING PURPOSES ONLY

Profile View Posting Information Requirements Required Document Categories [Edit]

Posting Information

TO VIEW SUBMITTED RESUMES:
 On the left of this page - **PAGE FUNCTIONS>MANAGE PRESELECTS**

*Schedule ID: 1817
 *Job Title: Test Clerk - FOR TESTING PURPOSES ONLY
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 Schedule Reference:
 Organization: [TEST_COMPANY](#)
 Linked To: Chris Wells
 *Job Location: IA-Cedar Rapids
 *Job Description: THIS IS A TEST - THIS IS NOT A REAL JOB. PLEASE DO NOT APPLY TO THIS.
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CLICK ON THE SESSION ID OR THE INTERVIEW DATE BELOW TO SEE THE NUMBER OF TIME SLOTS OR THE STUDENTS WHO HAVE SIGNED UP ON YOUR SCHEDULE.

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You will NOT be able to make your preselects until after the day after the "Resume submission deadline - Employers make preselects" date and the day before the "Sign-up for accepted students" date. Please take a look at the dates below on the timeline, mark them on your calendar, and stick to this timeline. It is very, VERY important you make your preselects on time.

*Schedule Type: Preselect
 Preselects due by:
 Freeze Date/Time (No add'l changes

This is an example of what you will see when you want to view the resumes PRIOR to the dates when you will be able to make your preselects. Click on the "Manage Preselects" link on the left to see the list of resumes. Notice that the status is still at "Requested." When you see that, that means you are not able to make your preselects.

Home My Profile Student Search Resume Books My Jobs On-Campus Interviews Career Events Sign Out

Schedules > Schedule > Session > Preselect Activity

Viewing Schedule: 2407/Test - Internship

Manage Preselect Activity [Back]

	First Name	Last Name	Status	Submitted Documents
<input type="checkbox"/>	Test	Student - JS	Requested	
<input type="checkbox"/>	Test	Student-AA	Requested	
<input type="checkbox"/>	Test	Student-AM	Requested	
<input type="checkbox"/>	Test	Student-CW	Requested	

check to email packet to self

Create Packet **Mass Email To:** Accepted

When you ARE able to make your preselects, and you click on the "Manage Preselects" link, you will see the following screen. You will make a determination for each student by the end of the

"Preselects due by" date (see above) by clicking on one of the three options. Click on "**Save Picks.**"

Home My Profile Student Search Resume Books My Jobs On-Campus Interviews Career Events Sign Out

Schedules > Schedule > Preselect Activity

Viewing Schedule: 2407/Test - Internship

Accept All

Manage Preselect Activity [Back]

<input type="checkbox"/>	First Name	Last Name	Status Selection	Submitted Documents
<input type="checkbox"/>	Test	Student - JS	<input type="radio"/> Accepted <input type="radio"/> Not Accepted <input type="radio"/> Alternate	
	Test	Student-AA	<input type="radio"/> Accepted <input type="radio"/> Not Accepted <input type="radio"/> Alternate	
	Test	Student-AM	<input type="radio"/> Accepted <input type="radio"/> Not Accepted <input type="radio"/> Alternate	
<input type="checkbox"/>	Test	Student-CW	<input type="radio"/> Accepted <input type="radio"/> Not Accepted <input type="radio"/> Alternate	

check to email packet to self

Save Picks Create Packet Mass Email To: Accepted

You will then see the following screen and **follow the directions** at the top of the screen.

Home My Profile Databases Tools Help External Resources Sign Out

Home > Pending Schedules > Schedule > Timeline > Preselect Activity

Viewing Schedule: 2407/Test - Internship

Click "Submit Picks" to finalize your picks.
 Note: All students with a status of 'Requested' will automatically be set to 'Not Accepted' upon submission of selections.

Click "Return" to make additional selections or changes to existing selections.

Username	First Name	Last Name	Status
jseyfer	Test	Student - JS	Accepted
student1	Test	Student-AA	Accepted
schumacherad	Test	Student-AM	Not Accepted
fake	Test	Student-CW	Not Accepted


Submit Picks Return

As soon as you click on the "Submit Picks" button, each student will be notified via email as to their new status (accepted, not accepted, or chosen as an alternate).

You can check on the progress of the students signing up on your schedule by clicking on the **Session ID** or the **Interview Date**.

Sessions				
Session ID	Interview Date	Interview Location	Recruiter	Status
3297	3/25/2008	PCC	Chris Wells	Active
1				
Preselect Activity				[Manage List]
Students on List: 4				
Stats				
No. of Preselect Students: 4 No. of Accepted Students: 2 No. of Alternate Students: 0 No. of Not Accepted Students: 2 No. of Student Declines: 0 No. of Student Signups: 0				

When you click on the Session ID or the Interview Date, scroll down on the next page to see your schedule. You can click on the **“Create Packet”** link to open a new window with all the resumes in it, or **check the little box** to email the resumes to yourself.

Timeslots				
Interview Time	Student	Submitted Documents	Reference	Schedule ID
8:30 AM				
9:00 AM	Test Student - JS			2407
9:30 AM				
10:00 AM	BREAK			
10:15 AM				
10:45 AM	Test Student-AA			2407
11:15 AM				
11:45 AM	LUNCH			
1:00 PM				
1:30 PM				
2:00 PM				
2:30 PM	BREAK			
2:45 PM				
3:15 PM				
3:45 PM				

Check to email packet to self
Create Packet
Mass Email

If you have any questions or need assistance with
**UNDERGRADUATE POSITIONS IN THE COLLEGE OF BUSINESS OR
LIBERAL ARTS AND SCIENCES,**
you may reply to this message or call Chris at 319.335.1024.

If you posted an **ENGINEERING** position and you have questions,
please contact Kelli at 319.335.6280.

THANK YOU!