EMPLOYER INSTRUCTIONS FOR ON-CAMPUS RECRUITING SCHEDULES

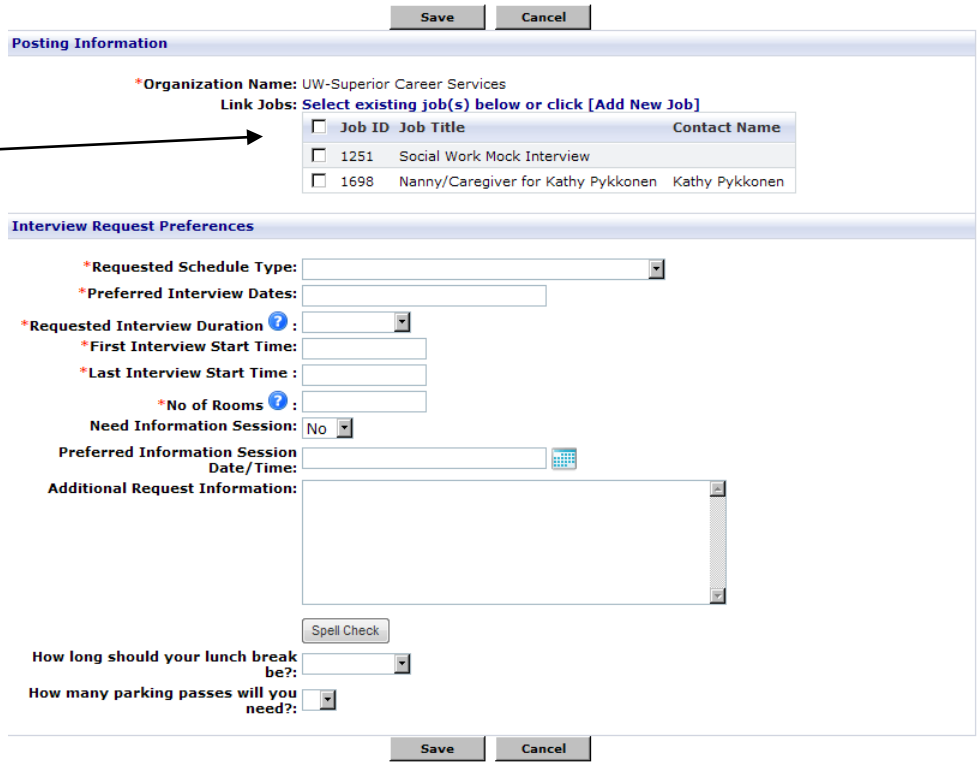
Benefits of On-Campus Recruiting:

- Gives you a competitive edge on hiring
- Hire faster and smarter at no cost
- Save time by allowing Jacket Jobs to manage your scheduling
- Receive substantial marketing efforts to students and faculty
- Opportunity to meet with multiple students the same day
- Provide awareness of your company to students and alumni at UW-Superior
- Meet with faculty during breaks

To request an On-Campus Recruiting date, log into your Jacket Jobs account https://www.myinterfase.com/uwsuper/employer/ and click on the On-Campus Recruiting tab.

Follow the link to **New Schedule Request**. Fill out the form to request the dates and specifics of your schedule.

You must select the job or jobs you are interviewing for. If you don't have a position in the system, click on your jobs tab to submit.



Select the Schedule Type, choose from: Open and Preselect Continuous.

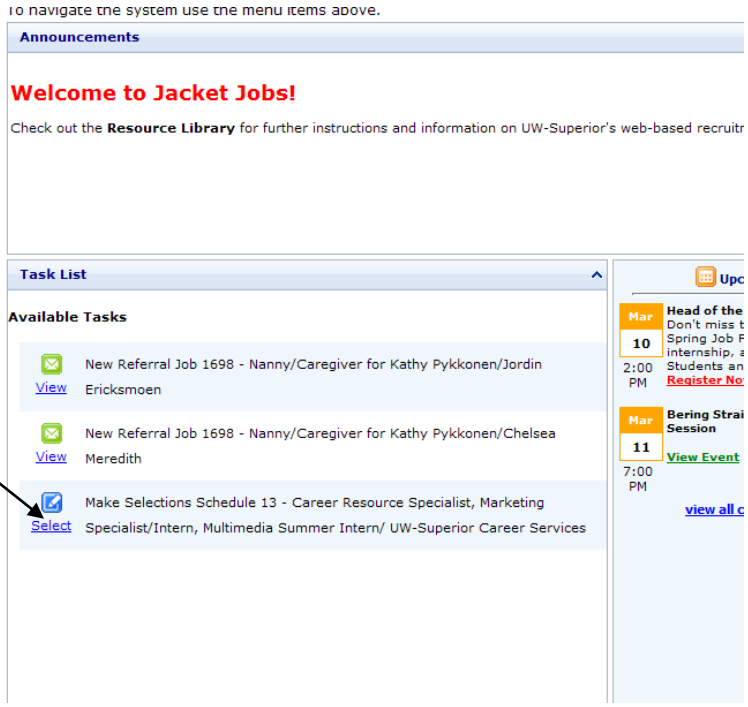
1) **<u>Open</u>**: Allows students who meet the criteria for the job to signup directly on timeslots.

2) **<u>Preselect (PRS) Continuous</u>**: Allows you to review resumes and accept or decline applicant requests for an interview on a continuous basis until the schedule is full.

Interview date details are requested in this form. Try to provide us as much information regarding any special needs or requests for your day. These requests include your preferred interview duration, break preferences and opportunities to meet with faculty.

We are committed to assisting your organizations recruiting needs. Please don't hesitate to contact us with any questions you may have.

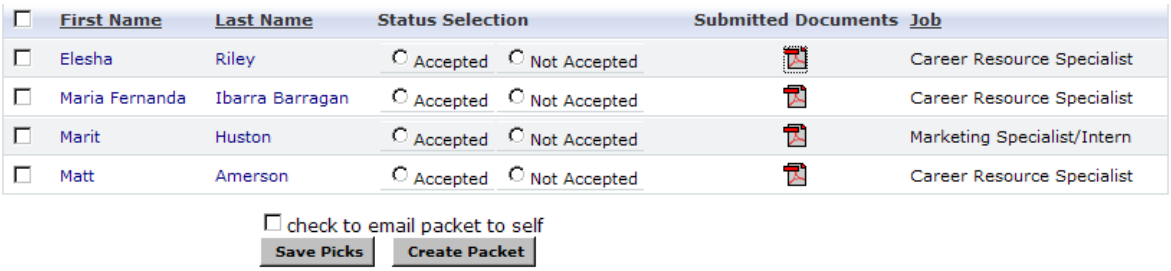
To View Applicants & Resumes
And Coordinate On Campus Interview Schedules



1. Log on to Jacket JOBS
2. On your homepage view the *Available Tasks*
3. Click *Select* next to make selections
4. A list of applicants will appear. This is where you will need to "accept" or "not accept" each applicant. Only the "accepted" students will be able to schedule an interview.
5. Prior to making your selection you may click on the document icon to review their submitted materials.
6. Click Save Picks after you've made your selections.
7. If using the "*Pre-select Continuous"* schedule method, you may accept students at any time up until your schedule closing date.

   NOTE: If you are using an *"Open"* schedule, all students who meet your job requirements may schedule an interview at any time.

8. To **view the interview timeslots**, click on the On-Campus Recruiting Tab and My Schedules. Click on the interview date under "Sessions". This will show you what timeslots are filled. You may view each resume by clicking on the students' names.



	First Name	Last Name	Status Selection	Submitted Documents	Job
☐	Elesha	Riley	○ Accepted ○ Not Accepted		Career Resource Specialist
☐	Maria Fernanda	Ibarra Barragan	○ Accepted ○ Not Accepted		Career Resource Specialist
☐	Marit	Huston	○ Accepted ○ Not Accepted		Marketing Specialist/Intern
☐	Matt	Amerson	○ Accepted ○ Not Accepted		Career Resource Specialist

☐ check to email packet to self

Save Picks Create Packet

If for any reason you wish to change the scheduled dates or times, or if you wish to block off a certain timeslot, please contact Betsy Gregg, On-Campus Recruitment, Career Services, (715) 394-8024 or egregg1@uwsuper.edu