

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.

Posting Information

*Organization Name: UW-Superior Career Services
Link Jobs: Select existing job(s) below or click [Add New Job]

<input type="checkbox"/>	Job ID	Job Title	Contact Name
<input type="checkbox"/>	1251	Social Work Mock Interview	
<input type="checkbox"/>	1698	Nanny/Caregiver for Kathy Pykkonen	Kathy Pykkonen

Interview Request Preferences

*Requested Schedule Type: [Dropdown]
*Preferred Interview Dates: [Text]
*Requested Interview Duration [?] : [Dropdown]
*First Interview Start Time: [Text]
*Last Interview Start Time: [Text]
*No of Rooms [?] : [Text]
Need Information Session: No [Dropdown]
Preferred Information Session Date/Time: [Text]
Additional Request Information: [Text Area]
Spell Check [Button]
How long should your lunch break be?: [Dropdown]
How many parking passes will you need?: [Dropdown]

Save Cancel

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

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

2) **Preselect (PRS)**

Continuous: 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*. Click *Select* next to make selections
3. 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.
4. Prior to making your selection you may click on the document icon to review their submitted materials.
5. Click Save Picks after you’ve made your selections.
6. 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.

7. 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.

<input type="checkbox"/>	<u>First Name</u>	<u>Last Name</u>	<u>Status Selection</u>	<u>Submitted Documents</u>	<u>Job</u>
<input type="checkbox"/>	Elesha	Riley	<input type="radio"/> Accepted <input type="radio"/> Not Accepted		Career Resource Specialist
<input type="checkbox"/>	Maria Fernanda	Ibarra Barragan	<input type="radio"/> Accepted <input type="radio"/> Not Accepted		Career Resource Specialist
<input type="checkbox"/>	Marit	Huston	<input type="radio"/> Accepted <input type="radio"/> Not Accepted		Marketing Specialist/Intern
<input type="checkbox"/>	Matt	Amerson	<input type="radio"/> Accepted <input type="radio"/> Not Accepted		Career Resource Specialist

check to email packet to self

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