



# On-Campus Interviewing

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## How do I learn about on-campus interviews?

- Career Development schedules all interviews through CalvinLink, an online system that automates the on-campus recruiting process ([www.calvin.edu/career/calvinlink.htm](http://www.calvin.edu/career/calvinlink.htm)).
- Check your e-mail and student-news, and stop in or call (526-6485) Career Development.

## How do I sign up for an on-campus interview?

- Go online to CalvinLink to get started. Create an account by clicking on Student/Alumni link, and select "New users register here." Go to the "Register" tab, and use your email address as your username and "career" as your password. Enter all of the information requested, and click submit. You will then be entered into the system.
- A new password will be emailed to you. Use that password to log in to the system, and feel free to change your password to whatever you choose.
- Click "jobs" near the top of the screen, and then choose "CalvinLink Jobs."
- Under the "Show Me" drop down menu, select "All Interviews" and then click "Search."
- Click on the "Job Title" to find out more about the position. The date of the interview will also appear on the right side of this screen.
- If you wish to request an interview, on the upper right side of the screen is an "Application Status" box. You must select the resume you wish to use to apply, and then click "Submit." The employer will then be able to review your application and decide whether or not to interview you.
- When you log back into the system, you'll be able to see your interview status under the "Interviews" tab. The 3 possible statuses are "pending, invited, or not invited." If your status is "pending," the employer either hasn't yet reviewed your application or hasn't yet decided who to invite.
- If the sign up period has begun and you've been invited for an interview, you'll be able to select the time of your interview slot. You can also decline the interview from this tab.
- If you are selected for an interview, you should receive an email from the system 2 days prior to the start of the sign up day letting you know that you've been selected and providing you with the date that you can sign up.

## How do I prepare for an on-campus interview?

- Have your resume critiqued and bring several copies of the final product to the interview.
- Research the organization so that you will be knowledgeable for your interview.
- Set up a practice interview with a career counselor, who will critique your performance and offer suggestions for improvement.
- Dress professionally. Men should wear a suit or slacks and a tie; women should wear a suit or skirt and blouse.
- Arrive ten minutes early. You will probably have to wait, but better you than the recruiter.
- Send a thank-you note to the recruiter within a week of your interview.

## What is the cancellation policy?

- Cancellations of an interview must be made no later than 4:00 p.m. the day before the interview.
- If you cancel after 4:00 p.m. the day before the interview, or if you don't show up, services offered by Career Development will be revoked, and you will be required to write a letter of apology to the recruiter to be mailed through Career Development. At that time you can schedule an appointment with the director to explain the reason for not keeping your interview, after which these privileges may be reinstated.