

Instructions on Applying for On-Campus Interviews or Selecting a Time Slot via eRecruiting

In order to apply for an on-campus interview, **you must be registered with Career Services through eRecruiting and have a resume uploaded into eRecruiting.** Visit <http://www.selu.edu/career/erecruiting> for information about eRecruiting.

Signing up for a Pre-Select Interview (see below for Open Interview instructions)

A pre-select interview is one in which students and alumni initially apply for and the employer then reviews all applicants' resumes and pre-selects those they are interested in interviewing.

1. View the list of on-campus interviews and choose the one(s) for which you wish to apply.
2. Login to eRecruiting.
3. Move the mouse pointer over *Jobs & Internships* in the menu bar.
4. Click on *1-Click Searches*
5. Click on *jobs with upcoming interview schedules*.
6. Select the job title for which you wish to interview.
7. At the bottom of the page, locate the How to Apply box. Read the application information carefully, then click Apply.
8. Choose which resume you wish to submit, then click Submit.
9. You will receive an email after the application deadline stating whether you have been accepted or declined by the employer for an interview.
10. If you are selected by the employer for the interview, you will need to sign up for an interview time slot, as described below.

Selecting an Interview Time Slot

1. If you are accepted for an interview, your acceptance email will provide you with an interview sign-up date. On this date, you will be able to sign up for an interview slot on a first-come, first-served basis.
2. Login to eRecruiting. Under *Applications*, click on *your active applications*.
3. Next to the name of the interview for which you were accepted, click *Details*.
4. Click *Sign up for an interview* on the left side of the page.
5. Select an available time slot by clicking the circle next to the interview time. Click *Save* at the bottom of the screen.
6. On the next page, you will see your interview date and time listed on your upcoming events. (Make sure to sign up for one time slot only.)
7. You will receive an email confirmation stating the time, date and location of your interview.

Signing up for an Open Interview

An open interview allows students and alumni to initially submit their resumes for an interview, and then select an interview time slot approximately ten days prior to the interview date on a first-come, first-served basis.

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2. Login to eRecruiting.
3. Move the mouse pointer over *Jobs & Internships* in the menu bar.
4. Click on *1-Click Searches*
5. Click on *jobs with upcoming interview schedules*.
6. Select the job title for which you wish to interview.
7. At the bottom of the page, locate the How to Apply box. Read the application information carefully, then click *Apply*.
8. Choose which resume you wish to submit, then click *Submit*.
9. You will receive an email after the application deadline stating that you have been accepted.
10. After receipt of your acceptance email, you should log into eRecruiting and pick your slot by the using the steps listed above under *Selecting an Interview Time Slot*.