

Career Development Center



On-Campus Interviews

3126 Founders Hall
Phone: 618-650-3708
Fax: 618-650-3656

www.siu.edu/careerdevelopmentcenter

Office Hours

Monday & Thursday 8:00 a.m.-6:30 p.m.*
Tuesday, Wednesday & Friday 8:00 a.m.-4:30 p.m.

**No evening hours during breaks or Summer Term*

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

On-Campus Interview Sign-Up Instructions

Qualified candidates (SIUE students/alumni) may sign up for interviews and review interview activity via the Career Development Center (CDC) Web site. You must be registered on the CDC Cougar Jobline to participate in any On-Campus Interviews.

Register on the Cougar Jobline

Register on the CDC Cougar Jobline by accessing our Web site at www.siue.edu/careerdevelopmentcenter. Registration must be completed prior to an interview date.

Registration includes:

1. Completion of Cougar Jobline profile information
2. Critique and approval of resume by a career counselor and upload of approved resume onto Cougar Jobline account
3. Co-op/Internship Orientation (if required; not needed for students seeking full-time employment upon graduation)

Types of On-Campus Interview Schedules

Open Schedules: Each company determines the qualifications, including majors, graduation dates, GPAs, etc. The system allows only those students who meet the specified qualifications to sign up for an interview time slot on the employer's selected interview date. *To be eligible for open schedules, students must be registered on the CDC Cougar Jobline.*

Pre-Select Schedules: Each company determines the qualifications, including majors, graduation dates, GPAs, etc. The system allows only those students who meet the specified qualifications to sign up on the pre-select list to request an interview. Employers review resumes of qualified students on the pre-select list and select those students they would like to interview. *To be eligible for the pre-select lists and/or schedules, students must be registered on the CDC Cougar Jobline a minimum of 4 weeks prior to the interview date. Please note: Sign-up on a pre-select list is not a guarantee of an interview with an employer. All decisions about which students are selected for an interview are made by the employer.*

Selection from Career Fair/Event: Students may be selected by recruiters attending a career fair/event to participate in a company's On-Campus Interview schedule. *If selected from a career fair/event, students must still be registered on the CDC Cougar Jobline to participate in the interviews.*

Sign-Up for Open Schedules

- Login to your Cougar Jobline Account.
- Click on “Schedules”; Select “Qualified Schedules.”
- In the Schedule box, click on either the blue Schedule ID or the blue Job Title to review the job description and requirements.
- To sign up for an interview time, click on the gray “Sign-up” box at the top of the screen.
- Click blue ID or Interview Date in the Session box. Available time slots will be listed.
- Click “Sign-up” for your desired interview time.

Sign-Up for Pre-Select Schedules

- Login to your Cougar Jobline Account.
- Click on “Schedules”; Select “Qualified Schedules.”
- In the Schedule box, click on either the blue Schedule ID or the blue Job Title to review the job description and requirements.
- If interested in placing your name on the pre-select list to be considered for an interview, click on the gray “Request Interview” box at the top of the screen. *Please note: Placing your name on the pre-select list only expresses interest in an interview with the company and is not a guarantee of being granted an interview. You will be notified by e-mail if you have been selected to interview with the company.*
- If selected, you need to login to your Cougar Jobline account to sign up for an interview time. Please pay close attention to all schedule deadlines. Deadlines are firm.

Information about All Schedules

- Once you have signed up on a schedule, information regarding that schedule will be found under the “My Activity” section as well as under the “Schedules” section. You may switch your time or cancel the interview in the “Schedules” section.
- Check the interview schedules often since they are updated on a regular basis.
- Do not “No Show” for an interview. If you must cancel, please notify the CDC as early as possible.
- All On-Campus Interviews are conducted in the CDC unless otherwise notified. Please check in at the front desk at 3126 Founders Hall for your interview.

Preparing for Your Interview

These are suggestions. Please adapt to fit your individual situation.

Be Focused

- Develop a sound resume with experience and skills that support your objective. *This resume must be critiqued and approved by one of our career counselors prior to your interview.*
- Research the potential employer and the job responsibilities.
- Know how you can benefit the employer; know the skills you have to offer.
- Prepare a 1-2 minute mini script about yourself; include your educational background, experience, and reason why you are interested in the position.

Bring to the Interview

- Current copy of resume (*employer is provided a copy for the interview*)
- List of references
- Note pad and pen

Dress/Hygiene

- Dress in appropriate *professional* attire; it is best to be conservative.
- Do wear deodorant, but do not wear perfume or cologne.
- Cosmetics should be conservative.
- Wear a minimal amount of jewelry for women.
- Men should not wear any jewelry, except a wedding ring.

Business Casual (*Evening Presentations or Information Sessions only*)

- Button-up dress shirt (men & women); blouse or sweater set (women)
- Khaki style pants (men & women); skirt or dress slacks (women)
- Loafers or dress shoes
- *Jeans, tennis shoes, sandals, mules (open-back shoes), T-shirts, sweatshirts, shorts, and miniskirts are never appropriate.*

Day of Interview

- Plan to arrive 10-15 minutes prior to your interview.
- Notify the CDC front desk, 3126 Founders Hall, of your arrival.