APPLYING FOR ON-CAMPUS RECRUITING JOBS IN WILDCAT JOBLINK

View the Campus Interviewing Orientation at this link: http://www.career.arizona.edu/student/finding-a-job-after-graduation/campus-interviewing

To apply for On-Campus Recruiting (OCR) jobs, under Jobs, select Jobs and Campus Interviews and under Show Me, select Interviews I Qualify For. Click Search.

If you meet the screening criteria for that job, and the deadline to submit resumes has not passed, you will see the Apply button.

To find out why you Do Not Qualify, click the job title and look for Application Status Non-qualify because. If you feel there is an error and that you actually DO qualify, please contact UA Career Services immediately at (520) 621-2546. You may also contact the employer directly if they have provided contact information within the job description.

Monitor the status of your OCR applications by selecting INTERVIEWS.

You may withdraw an application as long as the deadline to submit resumes has not passed. You may then re-apply if you wish, as long as the deadline to submit resumes has not passed.

PENDING indicates that your resume is still under review by the employer. The first date which appears after
**PENDING** is the Sign-up Start Date. On that date your status will change to either Invited, Not Invited or Alternate.

If Invited, and you wish to accept the interview, select Schedule Interview, choose your interview time slot and click Submit. You may also Decline the Interview.

Alternate indicates that you may select a time slot only if a pre-selected candidate declines the interview.

Prepare for your interview. Interview location can be found by clicking the Job Title. Career Services has a locker room where you can change clothes. Trade your Cat Card for a locker key at the front desk as you check in for your interview.

**NO-SHOW POLICY:**

Please be respectful of the employers who recruit at the UA. They have expended time and money for their campus visit.

Please be aware of the No-Show Policy which states that, if you wish to cancel a scheduled interview, you must do so at least 48 business-day hours prior to the interview time or you will be counted as a No-Show.

There are NO exceptions to the No-Show Policy, regardless of the reason for missing the interview.

If you do not or are not able to cancel a scheduled interview at least 48 business-day hours prior to the interview, you will be counted as a No-Show regardless of the reason for your cancellation and regardless of when you initially scheduled the interview. Incurring a No-Show results in your JobLink account being blocked until the No-Show situation is resolved.

A first No-Show is resolved by sending a formal apology letter to the employer and bringing a paper copy of the letter to UA Career Services. Your Wildcat JobLink account will be unblocked when the copy is received at UA Career Services.

What is the "No-Show" policy?
& regardless of when you initially scheduled the interview.

Please don’t hesitate to contact UA Career Services with any questions or concerns (520) 621-2546

A second No-Show requires the formal apology letter to the employer (as described above) and a meeting with UA Career Services’ Assistant Director who will determine your eligibility to continue on in the On-Campus Interviewing Program. A second No-Show can result in permanent expulsion from the On-Campus Interviewing Program.

Interviews can be cancelled in Wildcat JobLink on the Interviews tab as long as the interview is more than 48 business-day hours away. If you are not able to cancel online, please inform the UA Career Services’ office immediately by calling (520) 621-2546.

http://www.career.arizona.edu/joblink/wjl-student-faq