

TecherLink User Guide Series

Part VI

How to schedule an interview for on-campus recruiting positions and view applications for jobs

Step 1: Once you have applied for a job, you are able to view your application. To know where to go, you must know the type of job you applied for, On-Campus Recruiting or Job Posting. We will begin with On-Campus Recruiting.

On-Campus Recruiting- This type of position is specified by a “Recruiting On Campus” statement below the job title and a “Interview Requested” icon that appears after you have applied (purple arrow in screen shot below). This simply means that you are applying for a position where the employer will be coming on the Caltech campus for the first round of the interview process.

The screenshot shows a job listing interface. At the top, there is a star icon followed by the text "Testing again! (copy)" in orange, and "Nicole's Test" below it. The job details include "Posted: -", "DIVISION N/A", "POSITION TYPE Full Time", and "SALARY LEVEL 1000" with a calculator icon. Below this is a "DESCRIPTION" section. To the right, under the heading "WANT THIS JOB?", there is a dropdown menu with two items: "1 Applied" with a checkmark icon, and "2 Interview Requested" with a double-headed arrow icon. A purple arrow points to the "2 Interview Requested" option.

Step 2: Once your application is complete and you have submitted any required documents, TecherLink will let you know your interview status via email. If you are chosen by the employer for an interview, you will receive an e-mail letting you know that you have been pre-selected by the company to interview on campus in the Career Development Center. Instructions will appear that will let you know when to sign up for an interview time via TecherLink. If you were not selected, an e-mail will also be sent by the system to give you this information.

At any time you may check your status by logging into your TecherLink account and navigating to the Interviews tab (green arrow below). By clicking on the Interview Requests sub-tab (blue arrow), you are able to view all jobs you have applied for as well as withdraw your application. Withdrawal is only an option if the position is still accepting applications.



The screenshot displays the TecherLink web application interface. At the top, there is a navigation menu with tabs: Home, Profile, Documents, Jobs and Internships, Employers, Interviews, Surveys, Events, and Calendar. A green arrow points to the 'Interviews' tab. Below the navigation menu, the breadcrumb trail reads 'Home > Interviews > Interview Requests'. A search bar and a 'Log Out' button are visible on the right. The main content area shows the 'Interviews' section with a sub-tab for 'Interview Requests' highlighted by a blue arrow. Below the sub-tab, there is a 'Show All' dropdown menu and a 'SHOW 20 per page' option. A table lists the interview requests with columns for Position, Employer, Status, Signups Start, Signups End, Documents, and Options. The table contains one entry: 'Testing again! (copy) (9259)' by 'Nicole's Test' with a status of 'Pending' and a 'Withdraw Application' button.

Position ^	Employer ^	Status	Signups Start	Signups End	Documents	Options
Testing again! (copy) (9259)	Nicole's Test	Pending	Sep 05, 2011	Sep 20, 2011	 	Withdraw Application

