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.
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.
Step 3: After you have been invited to interview by the employer, you may schedule an interview by selecting a time. This interview will appear under the Scheduled Interviews sub-tab (purple arrow below).

You may attempt to reschedule your interview by clicking on the Reschedule button, but it is not guaranteed that this will be an option. Additionally, you may cancel your interview here as well.
Step 4: Job posting- This type of position is not attached to an on-campus interview. You apply to the position as instructed by the employer, which may be through e-mail, TecherLink submission, other request or a combination of all three. You can view your job applications through the Applications sub-tab (yellow arrow) under the Jobs and Internships tab.

You are able to withdraw your application for as long as the posting is open. Please note, if the posting did not require you to submit via TecherLink, no positions will appear under the Applications tab.