

(Instruction on how to sign up for an interview through the On-Campus Interviewing Program)

Career Services:

A lot of the employers who participate in our On-Campus Interviewing Program opt to use a preselect schedule. What this means is that students and alumni who are qualified for the position can submit their résumés through Careers2Geaux. Then, the employer has a certain amount of time to review the résumés and choose preselected candidates (the people that they are most interested in interviewing). If you are a preselect, you will receive an email from Careers2Geaux letting you know and advising you to log into the system to sign up for an interview spot. You can also check it yourself by logging into Careers2Geaux.

Anyone participating in the On-Campus Interviewing Program should be sure to visit www.lsu.edu/career/oci for all of the important information about the program including tutorials and downloadable program dates. These dates are important because the On-Campus Interviewing Program operates with specific deadlines for each part of the program including when you are able to sign up for an interview. So you may get a notice letting you know you are a preselect, but it may not be time to actually sign up for an interview yet. You should also be sure to read the On-Campus Recruiting Policy so that you’ll know what to do if you schedule an interview and for some reason you have to cancel it.

To check your preselect status, you can log into Careers2Geaux, choose “Student Login” and then log into your account using the account that you already have set up.

At the top of the page, hover over “My Account” and choose “My Activity.”

The tab that you want is “Schedules” because this will let you know if there are any upcoming interview schedules that you’re associated with.

This screen shows me I don’t have any “Interviews” scheduled. I’m not on a “Waiting List” for any interviews, but I have been “Preselected” for one schedule. If I click that tab, I’ll see the company that has preselected me.

I can choose the company and see additional information about this particular event including the “Interview Date.” I also see that this company is hosting an “Info Session” the night before the interviews. Any student who is interviewing with the company through the On-Campus Interviewing Program should attend an info session if the company is hosting one. Many employers consider this to be the first part of the interview. If you can’t make the time, be sure to let the company know why.

Back on the preselect screen, I have an option to “Sign Up” for an interview. If I choose that button, I will be taken to a screen that shows me all of the available interview times for this particular interview, and I can choose the one that is most convenient for me. If you don’t see a “Sign-up” button that means the spot has already been taken.

Now, I can scroll down to the bottom of the page to confirm that I am registered for this particular interview. If you need to cancel your interview within the sign up time, you will be able to do so in this screen by choosing “Cancel.” Otherwise, you need to refer to the On-Campus Interviewing Policy to follow the appropriate protocol for canceling an interview after the interview sign up period has passed.

(Video ends)