

Participation Information for On-Campus Interviews* and Resume Books

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The following instructions outline the procedure for student participation in On-Campus Interviews and Resume Book Service (Courtesy of the NACElink Network and Symplicity Corporation). Please read these directions carefully.

On-campus interview participation instructions:

- ➔ Register in [SamfordBulldogs.org](http://www.samfordbulldogs.org)
 - Go to <http://www.samfordbulldogs.org>
 - You are now at the registration page. Complete your username (e-mail address), password information, and contact information. Click “submit.”
 - You are now at the home page. Click the “documents” tab from the navigation bar at the top of the page, or choose the Quick Link for “Post a Resume.”
 - Choose “Add New” and complete the requested information.
 - Once complete, your resume is made available to Career Development staff members to review. Please check your email to verify the approval of your resume. (Usually within 2 business days)
- ➔ Sign up with Career Development to attend the appropriate company information sessions. Although attendance is not required, it is highly recommended. These sessions provide an opportunity to meet the interviewers in a relaxed setting and to gain insight into the company and positions they are hoping to fill. You will also have an opportunity to ask questions of the interviewers during these sessions.
- ➔ Submit your resume for application and choose your interview time for the appropriate company by choosing the Quick Link, “Campus Interviews I Qualify For.” Click the Job Title of interest, then submit your resume to apply. Finally, select your interview time.

NOTE: For on-campus interviews, you must sign up online at <http://www.samfordbulldogs.org> by the deadlines specified for each company. THE SOFTWARE WILL NOT ALLOW YOU TO SIGN UP PAST THE DEADLINE. Therefore, you should begin the process at least two (2) weeks before the interview date of your chosen companies.

Resume book participation:

- ➔ Register with [SamfordBulldogs.org](http://www.samfordbulldogs.org) (directions listed above).
- ➔ Choose “yes” to be included in the Opt-In Resume Book.

*Suggested Actions to Take Before Interviewing:

- ➔ Meet with Lindsay Seaborn or Brent Latta to discuss your resume and have it critiqued.
- ➔ View the Interview Like a Pro PowerPoint presentation at <http://www.samford.edu/groups/cardev/workshops.html> (choose Interviewing Skills). In the place of viewing the PowerPoint, you may attend one of the Interviewing Skills workshops.
- ➔ Upload/complete your current, corrected resume on <http://www.samfordbulldogs.org> for approval.

ON-CAMPUS INTERVIEW CANCELLATION POLICY:

Notification of **CANCELLATION** received less than 24 business hours prior to the interview will require that a courtesy letter be written to the interviewer and delivered with a stamped envelope to the Career Development Center within **24 hours** of the missed interview. Failure to comply will result in being removed from future interview schedules and loss of the privilege to interview on-campus.

In the case of a **NO SHOW**, which entails no contact with the Career Development Center concerning cancellation and failure to show for the scheduled interview, the student’s name will be removed from all interview schedules, and the student’s account will be disabled. To be eligible for future on-campus interviews and resume referrals, a letter of apology must be written to the interviewer and delivered with a stamped envelope to the Career Development Center within **24 hours** of the missed interview. In addition, the student must also schedule an appointment with a Career Counselor to discuss eligibility for future services.

File Activation:

- ➔ Six months following completion of course work, client file will become inactive and CDC counseling services available only through reactivation (No fee for alumni career services up to two years after completion of coursework).