

## Instructions for Scheduling an On Campus Interview

- 1) **Create your CareerLINK Account** – *CareerLINK is your portal to all of our services including on campus interviews. Here's how to get started.*

To begin your registration, [click here](#).

- Fill all required fields and **SUBMIT** when complete
- Confirmation will be sent to your email along with a username/password within 24 hours
- Click the link to reset your password and login to CareerLINK.

- 2) **Schedule an On Campus Interview** – *This is a free service to our employers.*

To request a schedule, access your CareerLINK account, [click here](#).

- **LOGIN TO CAREERLINK** with Username and Password
- Click on the "OCI" navigation button at the left side of the page
- Click "**Schedules**"
- Click "**Request A Schedule**" to fill out a form to schedule an on campus interview
- Notification of approval will be sent to you via email