

Gateway On-Campus Recruiting (OCR) Interview Instruction Sheet

The Rockwell Career Center administers On-Campus Interviews through the Bauer Career Gateway system. **You must be a current Bauer student or alum, have an active Bauer Career Gateway account and an approved resume to participate.** For questions about setting up a Bauer Career Gateway account, uploading a resume or the other tools available through the system, please speak with your career counselor or visit the Rockwell Career Center website at hirebauer.com. The steps below will walk you through signing up for an on-campus interview:

I. APPLY FOR AN ON-CAMPUS INTERVIEW

Before you can sign up for an interview, you must apply for a posted position. From your Bauer Career Gateway homepage:

- 1) Click the "Business Jobs" box along the top of the page, then click on "Bauer Career Gateway Jobs". **On-Campus Interview positions are denoted as "Preselect" in the Type row in the middle column of the posting information.**

If there is no Type row, the job is not an OCR posting.

- 2) To view a particular job description, click on the job title. This will take you to a **Position Information** page where you can see information about the position, screening criteria and contact information.
- 3) Note the **Schedule Details** on the right side of the page, paying attention to the **relevant dates**. This information will indicate how long the job will be available, and when interview sign-ups start and end.
- 4) To apply for a position, follow the instructions specified by the company or click "Apply" on the right-hand side. A pop-up box will open up, allowing you to select the resume you want to use to apply. Once the resume is selected, click "Submit."
- 5) Once you have submitted your resume, your information is sent to the employer for review, and you will receive an e-mail confirming your application. **You may remove your resume from consideration until the Resume Submission End Date.** After you apply for an OCR position, you will see your application status under the "On-Campus Interviews" box in your Gateway account. Pay attention to the schedule details and relevant dates to determine when you will hear back from the employer.

II. SIGN-UP FOR AN ON-CAMPUS INTERVIEW

Once the Resume Submission End Date passes, your application status will be updated in Gateway to reflect if you are invited to interview or not. If you are invited to interview, note when the interview sign-up date opens. At this time, you can go into your Bauer Career Gateway account and select an interview timeslot. From your Bauer Career Gateway homepage:

- 1) Click the "On-Campus Interviews" box along the top of the page. Until you sign up for an interview timeslot, your request will be listed under the "Requested Interviews" tab.
- 2) Once you are invited to interview (as a preselected or alternate), and the relevant interview sign-up date opens, **you can click the button in the Interview Requests tab to select an interview timeslot. Make sure to select a time that works with your schedule**, as it is unprofessional to cancel your interview after the sign-up deadline passes.

If you are a No-Show for your scheduled interview, your Bauer Career Gateway access will be blocked until you speak with an RCC Administrator.

- 3) Once you sign-up for an interview timeslot, you can review your schedule on the "Scheduled Interviews" tab. You can reschedule your interview timeslot until the Sign-Up End Date. If you need to make changes to your interview once the schedule closes, please contact the Rockwell Career Center.

For more information or assistance with your Bauer Career Gateway account, please contact the Rockwell Career Center at hirebauer@uh.edu.

*Additional positions are available for Business students through University Career Services at www.career.uh.edu.

Tips to Succeed in the Recruiting Process

- **Plan ahead** – Do not wait until the last minute to submit your resume for an On-Campus Recruiting position. The resume submission deadline for a position can be as much as one month before the actual interview date, and companies may or may not consider candidates who try to apply after the deadline has passed.
- **Check your Gateway account daily** – Do not rely on emails to tell you the status of your interview requests. To make sure you are able to take advantage of all opportunities, you should check your application status under the On-Campus Interview tab on a regular basis, if not daily.
- **Know your schedule** – Make sure to review your schedule before signing up for an interview, information session or site visit. Cancelling or attempting to reschedule at the last minute may be difficult, and is seen as unprofessional by employers and the RCC. If you do need to cancel your interview before the interview schedule closes (typically about 5 business days before the interview) you can do so through your Bauer Career Gateway account. If you need to cancel after this timeframe, you must email Donna Grady, Director of Career Counseling, at dmgrady@uh.edu, and cc your Career Counselor. **Please note that you must cancel your interview at least 2 days in advance to avoid your account being blocked.**
- **Know the No-Show Policy** – The Rockwell Career Center Code of Ethics states students who are no-shows for interviews will be immediately blocked from their Bauer Career Gateway account and must meet with a member of the RCC staff. To avoid this situation, please cancel your interview at least 2 business days in advance. If something does happen at the last minute (illness, emergency, etc), please contact the Rockwell Career Center at 832-842-6120 as soon as possible to let us know.
- **Update your Profile** – Your Bauer Career Gateway profile determines your eligibility to apply for positions in Gateway. To make sure you are taking full advantage of the Gateway system and available opportunities, make sure to update your profile every semester. All information in your profile must be truthful and accurate at all times. Repeatedly changing your profile to be able to apply for positions, or falsifying information in your profile is considered an honor violation and can result in deactivation of your Bauer Career Gateway account.
- **Research the Company** – Employers have told us that one of the biggest mistakes students can make in the interview process is failing to research the company and the position ahead of time. Your Rockwell Career Center Career Counselor can assist you with resources for your research.
- **Follow Up** – A well-written thank you note is an effective way to convey interest in a position and a company. Students who follow up with a personalized thank you note soon after the interview are more likely to be remembered by the interviewer.

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