Requesting / Scheduling Interviews

The key to a successful career center experience is to secure your interviews with potential employers prior to the event. Please review the information below to ensure that you have correctly requested interviews. Be patient as most employers secure space in July.

Participating employers have the option to either directly receive your interview request and schedule with you online OR direct you to their website to formally apply PRIOR to being considered for an interview. This depends upon the employment rules for each institution and instructions are typically posted within the job description. Have your application materials ready!

- Login to your career center account and select the Event tab:

- On the Event tab click the “ATTEND THIS EVENT” link to highlight your curriculum vitae so exhibitors can find you and contact you about interviews while attending the 2024 Annual Meeting Career Fair.

- Under Event Links, click on the “Event Jobs” link.
• Set your calendar to reflect times you are NOT available to meet during the Annual Meeting.

• Select Event Jobs to review open positions. Once you have located a position you are interested in, click on the title of the listing – then click the “REQUEST INTERVIEW” button.
IF the option says “APPLY NOW” you are NOT logged into the job board so be sure to take this step!

You will either be directed to their school's website to apply first OR be directed to Request an Interview. Briefly introduce yourself and let them know the best way to reach you.

Attach any documents you would like the employer to review (either by uploading or checking the box beside previously stored documents) - click “Save & Continue.”

Carefully review the information that you have composed on the next page – if satisfied click the “Request Interview” button.

Your interview request has now been sent to the employer. If the employer would like to schedule the interview, they will designate a location and time which you will see at a later time in your “Messages” section on your “Overview” page – if you are good with the time, simply confirm and meet them at the Annual Meeting Career Fair at the designated date / booth / time in the Hyatt Regency.

If you have any questions or need assistance, please contact us at 914.326.1815