How To Use Careers4Terps to Apply for On-Site Interviews

Applied Economics Interview Day 2015
Application submission: Sept. 9-14 to 9-30

1. **LOG INTO CAREERS4TERPS**
   - Go to the University Career Center & The President’s Promise website at [www.Careers.umd.edu](http://www.Careers.umd.edu)
   - Select "Students" from the Careers4Terps Login box
   - Log in using your Directory ID and password
   - If this is your first time in Careers4Terps, you will be prompted to complete your profile

2. **UPLOAD OR UPDATE YOUR RESUME**
   - Click on the “Resumes and Other Documents” tab and “Add New.”
   - Label your resume (and cover letter if requested by employer) documents and click the “Choose File” button to select from your laptop
   - Click “Submit” and be sure to review your uploaded document
   - Note: You can upload up to 20 documents, thus we recommend tailoring your resume for different types of positions, be sure to label each appropriately (i.e. First Last name, position title)
3. **SEARCH FOR “APPLIED ECON 2015” POSITIONS**
   - Go to “Careers4Terps Jobs” subtab under the “Job Postings” tab and keyword search “APPLIED ECON 2015”
   - All of the organizations that will host on-site interviews have positions listed that begin with “APPLIED ECON 2015” with the specific company name and position title

4. **REVIEW THE “APPLIED ECON 2015” POSITIONS**
   - Click on a position title and read about the organization, the position(s), qualifications and criteria for eligible candidates
   - Note the Resume Submission Deadline date: September 30th at 11:59pm
5. **APPLY TO POSITIONS OF INTEREST**
   - Remember – All applications are due in C4T by **September 30th at 11:59pm**
   - Click the “**APPLY**” button in the top right hand corner of the position description
   - Select the appropriate resume and/or cover letter (from those you uploaded under the “Resumes and Other Documents” tab) and click “**SUBMIT**”
   - Confirm that you successfully applied by ensuring the green “**Applied**” button and the brown “**Interview Requested**” button appears in the top corner of the page.
6. REVIEW YOUR INTERVIEW STATUS TO DETERMINE IF YOU WERE SELECTED FOR AN INTERVIEW(s)
   • Go to “Interviews” tab
   • Under the “Requested Interviews” side of the page, you should see all the applications you submitted to be considered for on-site interviews
   • For each application, your interview status will read “PENDING” until the employer has reviewed all the applications and made selections
     o Employers will review candidates from October 1 – 9th
   • On the date listed, candidates interview status will change to one of the following:
     ▪ Invited
     ▪ Alternate
     ▪ Not Invited
   • If chosen as an “Invited” or “Alternate” candidate, click “Schedule Interview” or “Decline Interview”, as appropriate.
7. **SCHEDULE YOUR ON-SITE INTERVIEW**

- If you are interested in interviewing with the organization, click the “Schedule Interview” button and a page will appear with all the available interview timeslots.
- Select the interview time slot you prefer and click the “Submit” button.
- If you decide you do not want to interview with the organization that offered you an interview, click the “Decline Interview” button. The interview will be removed from your screen and the opportunity will be given to another UMD student who is interested.

**Note:** Time slots will be selected on a first-come, first-serve basis.

**Note:** If you will be signing up for multiple interviews, please make a list of the times you are signing up for so that you do not double book your schedule.

- Conduct research on the organization. Be able to identify their mission, their customer base, the position requirements, etc.
- Review the position description and be able to speak confidently about the roles of interest to you.
- Prepare questions to ask to your interviewers.
- Prepare for the different interview formats and dress accordingly.
- Know what employers look for and expect during interviews.
- Identify the favored interview question type for your industry of interest—traditional, behavioral-based, case— and practice, practice, practice.
- Be knowledgeable in what your responsibility is once you have accepted a position.