

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.** 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 “Jobs” box on the left menu, then click on “Bauer Career Gateway Jobs”.
- 2) To view a particular job description, click on the job title to see information about the position, screening criteria and the link to APPLY.
- 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

After the Resume Submission End Date, the employer will review the resumes, and your selection status should be updated in Gateway by the Sign-Up Start Date. 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. Signups are first-come-first-served for selected students. If selected students do not accept all of the slots, alternate students (if selected) can fill any vacant spaces beginning on the Alternate Sign-Up Start Date.

From your Bauer Career Gateway homepage:

- 1) Click the “Interviews” link in the left menu. Until you sign up for an interview timeslot, your request will be listed under the “Requested Interviews” section. You can also access them from your home page in “Pending Campus Interviews” in the right “Interviews” menu.
- 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 Requested Interviews link to select an interview timeslot.**

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 and apologize to the company.

- 3) Once you sign-up for an interview timeslot, you can review your schedule on the “Scheduled Campus Interviews” link on the right side “Interviews” menu on the home page. 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.uh.edu/ucs.