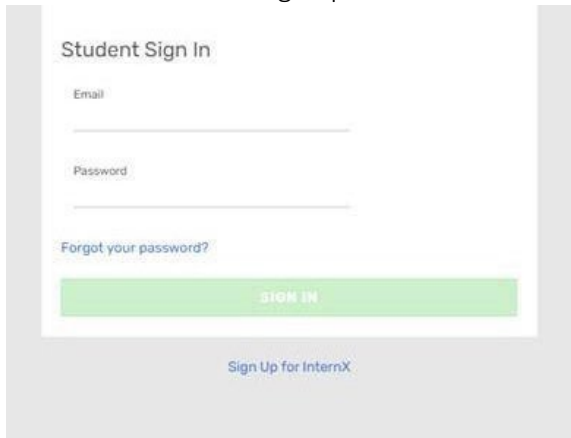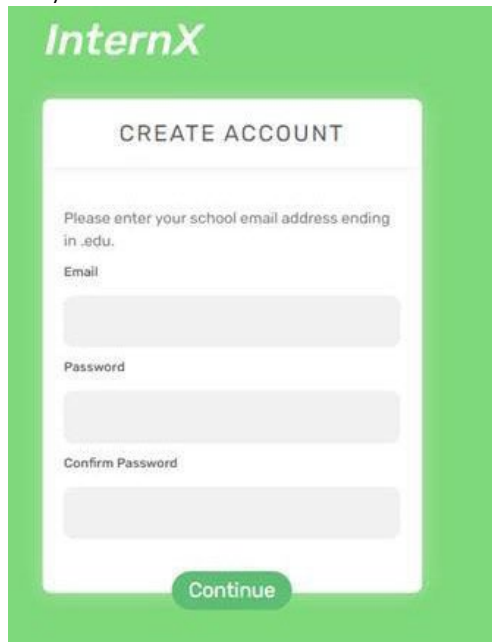# TO SET UP YOUR INTERNX ACCOUNT

1. Go to the InternX link in Gateway under the External Links heading on the Gateway homepage, or navigate to the login page – app.theinternx.com. Select the student log in icon

2. Select the link at the bottom to sign up for InternX

3. Create your account and select continue

4. Fill out your student profile information, then complete your sign-in.
   a. Type in your GPA, don't use the arrows. If you don't have a UH GPA yet, use your GPA from your previous institution.
   b. If you aren't sure about your major or graduation, just give your best guess.
   c. For Region – choose South for Texas

5. Select Account on the upper right hand corner

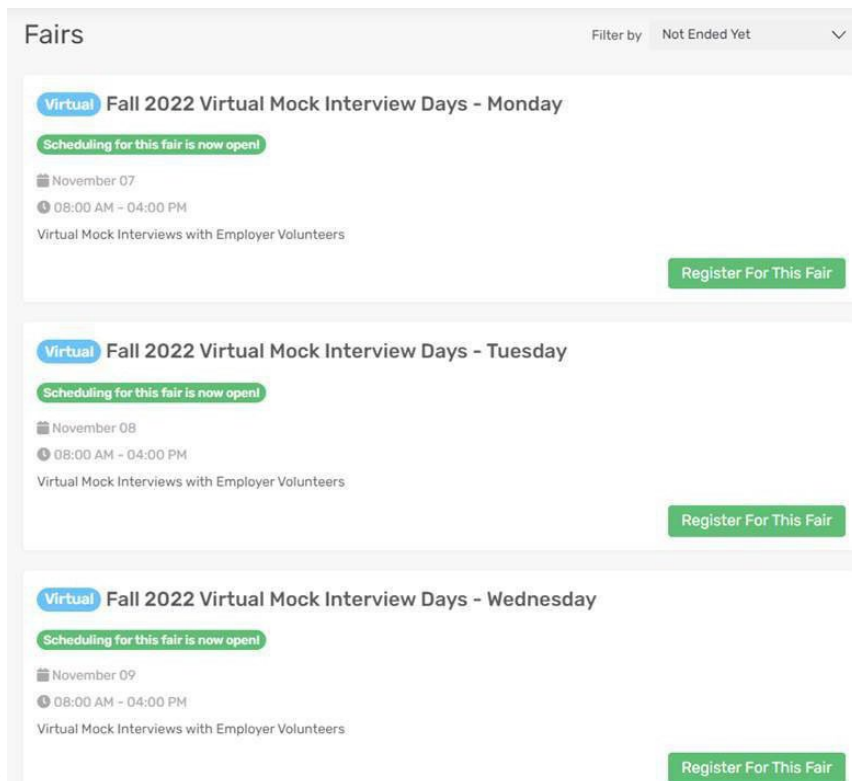6. Scroll down below the Personal Details to upload your resume

7. Click Save

TO SIGN UP FOR A MOCK INTERVIEW TIMESLOT

1. Click the link for Career Fairs at the top

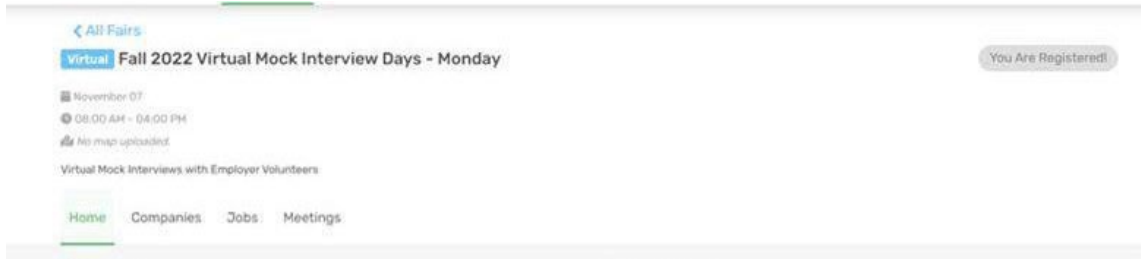2. Select the date you would like to attend Mock Interview Days. Click Register for This Fair AND then click the Scheduling link.
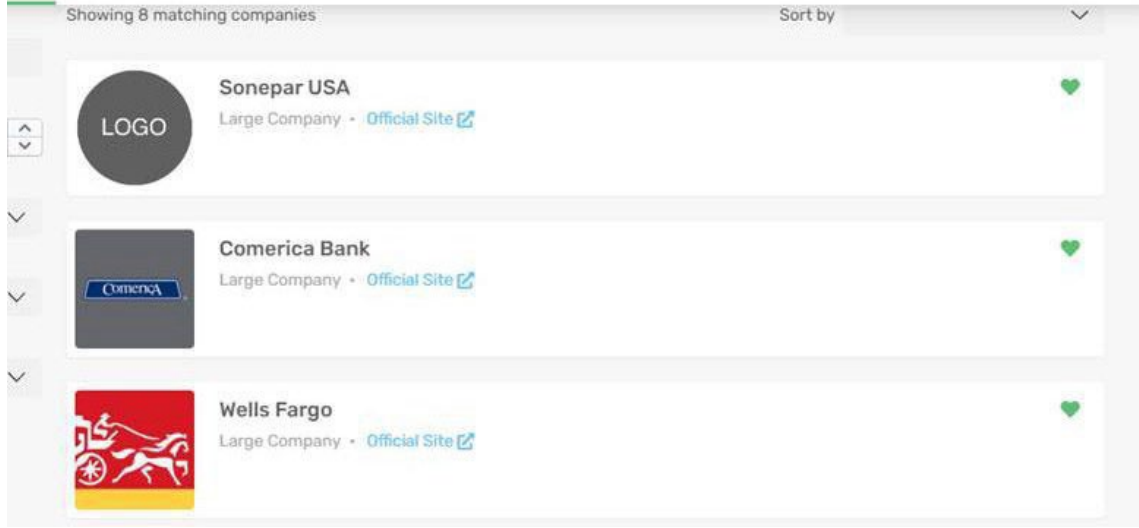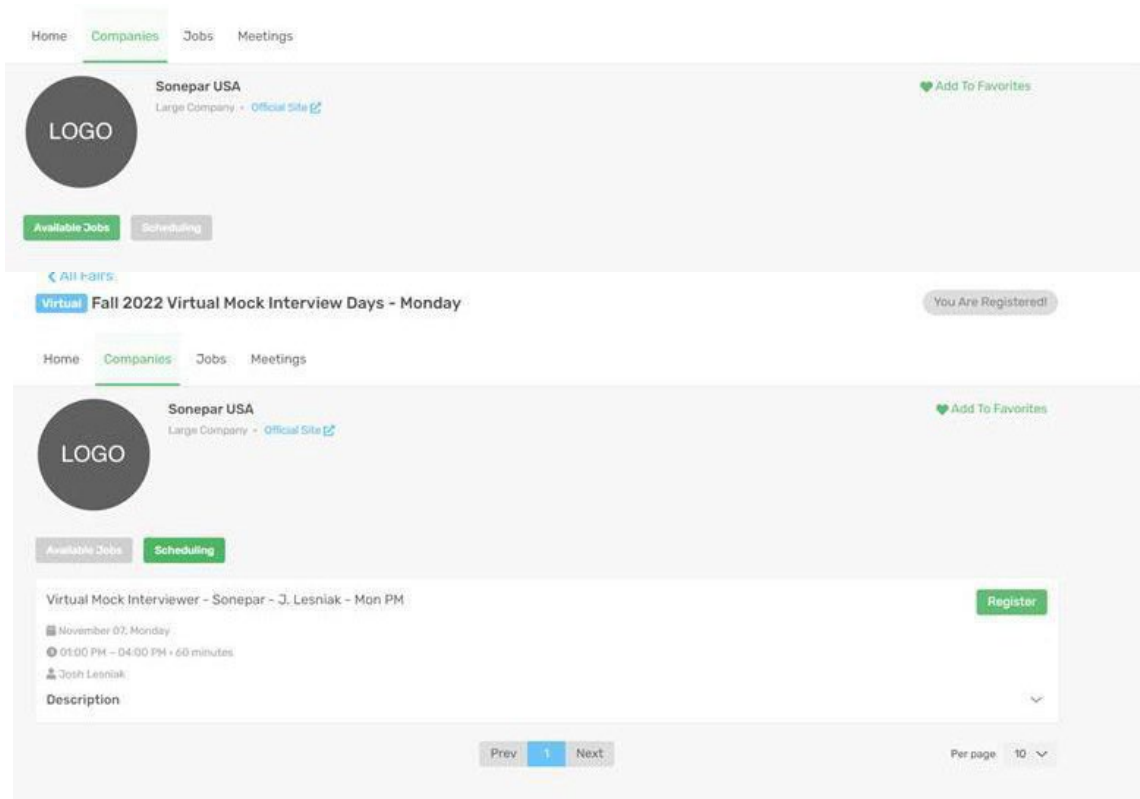

3.

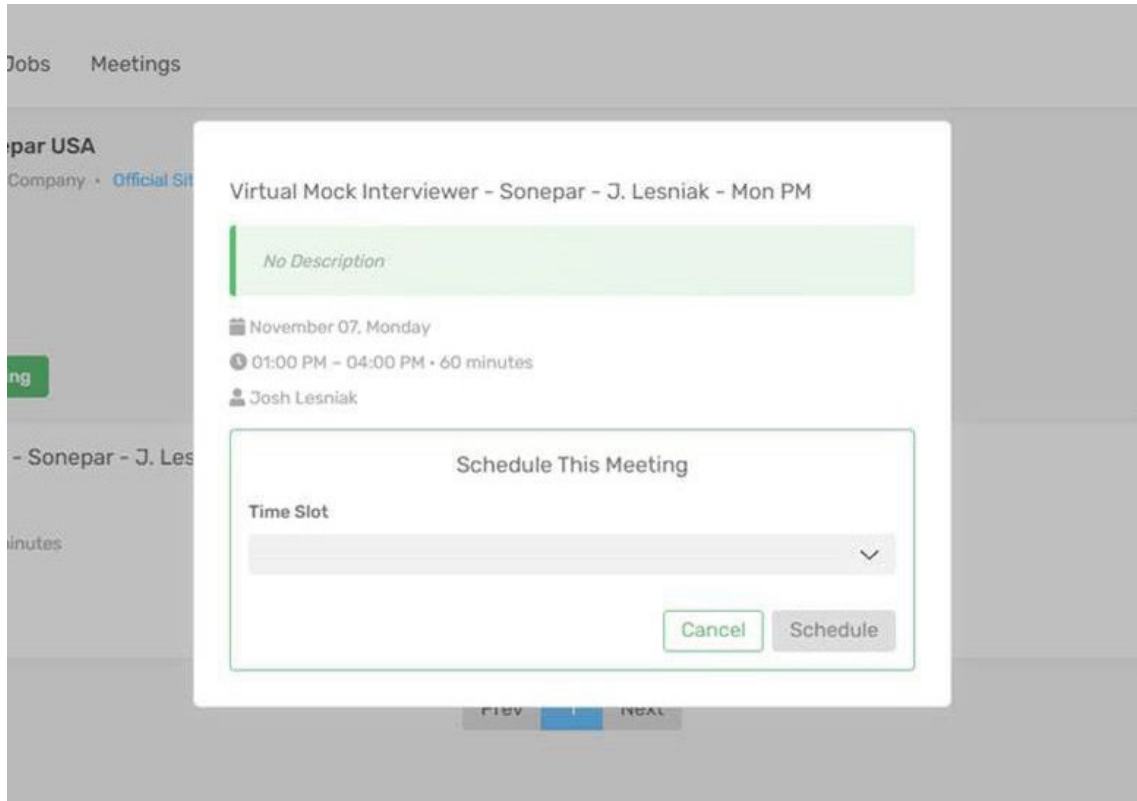4. Select the Companies link to see the volunteer organizations.

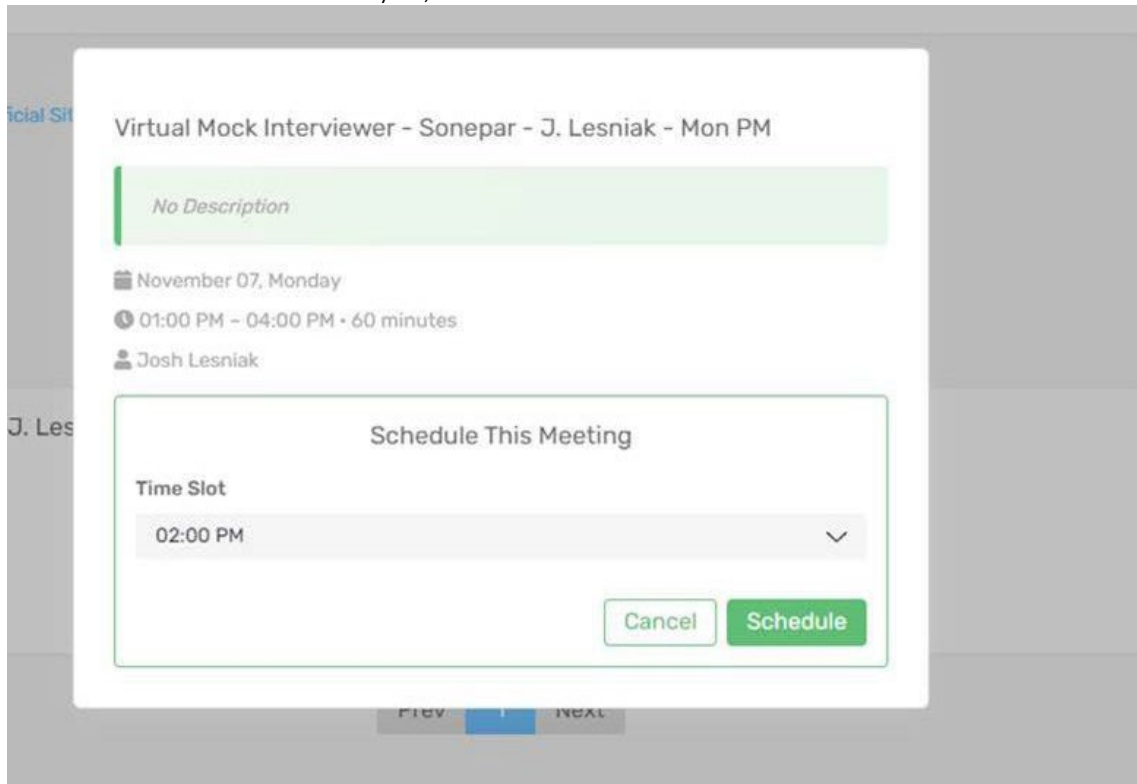5. Select the volunteer company you would like to meet with.
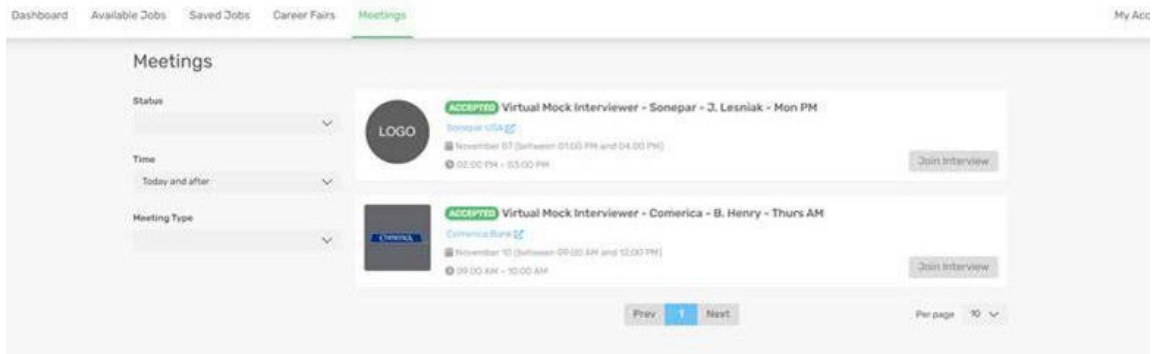

6. Click the Scheduling button

7. Click the down arrow to show available timeslots (if no timeslots show, there are none available with this particular recruiter)

8. Select a timeslot that works for you, then select Schedule

9. You will find your appointments in the Meetings tab of your account

10. On the day of your appointment, you will receive an email with your scheduled time. SAVE THIS EMAIL, as it will provide the link for you to sign into your virtual meeting. [3] You can also join your meeting from the Meetings tab in your account at the appointment time.
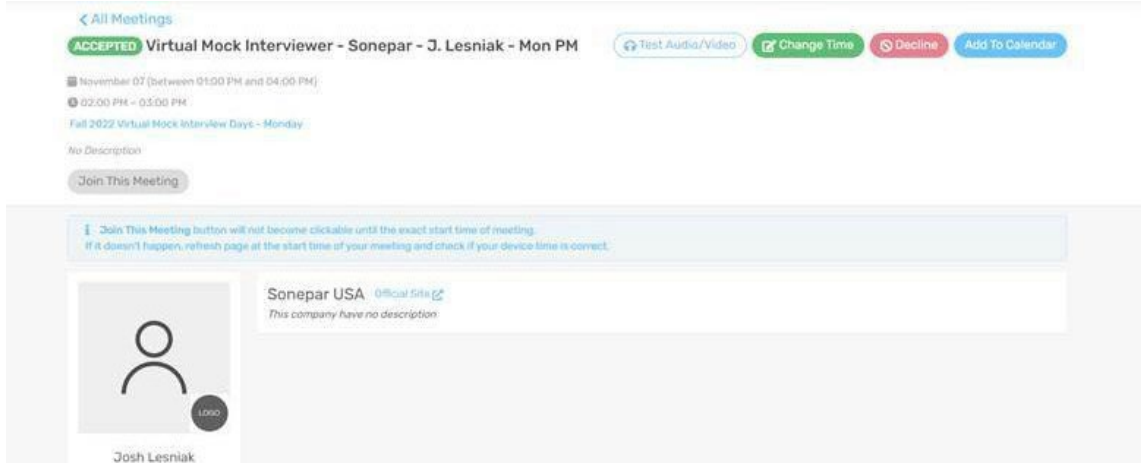
ON THE DAY OF YOUR MOCK INTERVIEW

1. Log into your InternX account, and select the Meetings tab at the top. Here you will see your mock interview appointment details.
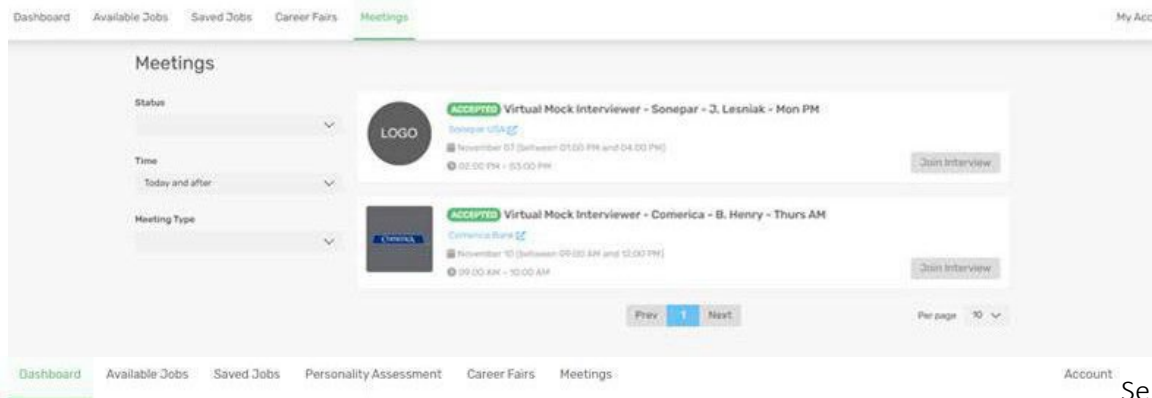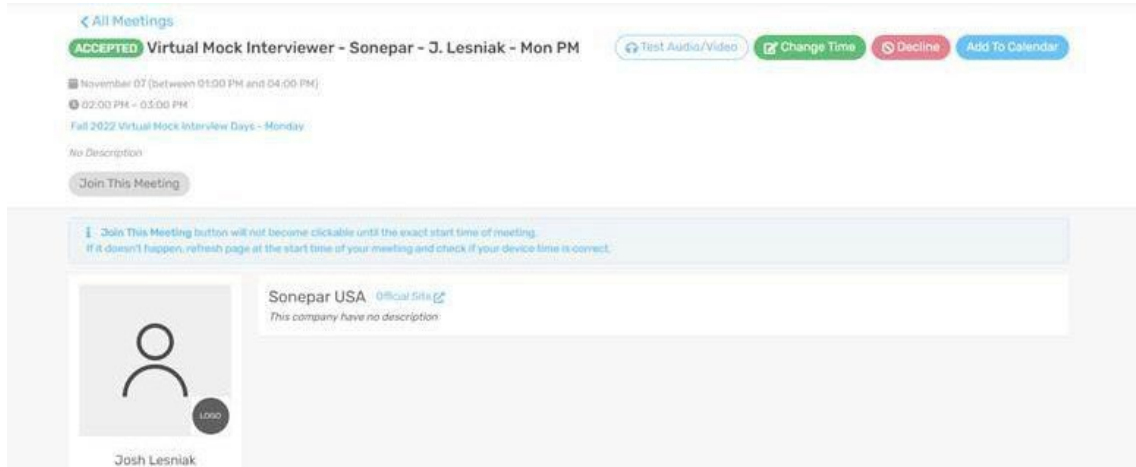

Select the Accepted button at the top to find your meeting details

2. Before your meeting time, please test out your audio and video capabilities

3. If you need to cancel your meeting, select the Decline button. This option is only available as long as the schedule is open.

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4. At the time of your meeting, the Join the Meeting button will turn green. Click this button to join your meeting at the appointed time
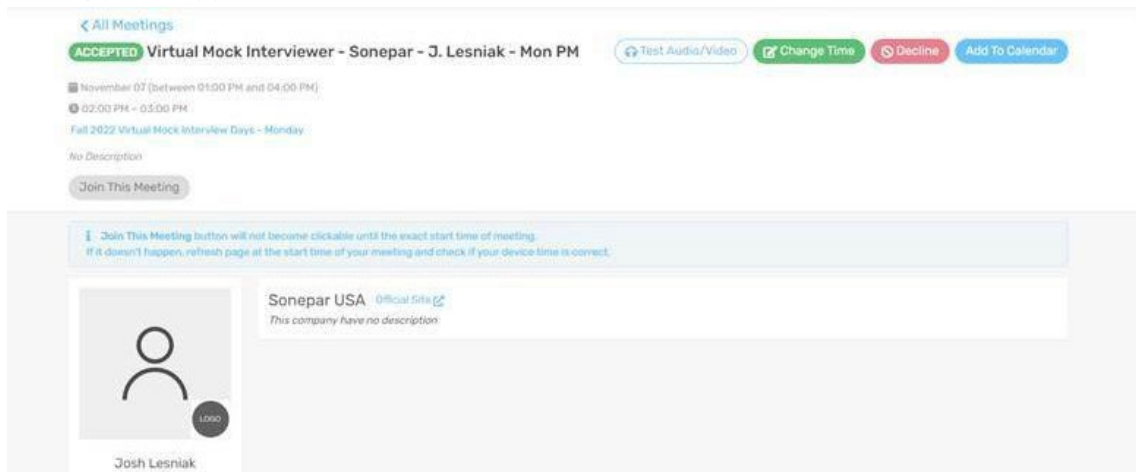
There is a text chat feature in this system. If you choose to utilize the chat during your meeting, please note that the person you are speaking with does not automatically get a notification, so make sure let them know you are putting some information in the chat.

If you do not initially get a timeslot, please be aware that additional slots may open up as more volunteers are added or as students cancel. Please keep checking the InternX system for openings.