

## **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" menu. On the next screen, click "Show Me" and choose "All on-campus interviews". If you get an error message, turn off any Ad Blockers.
- 2) To view a particular job description, click on the job title to see information about the position, screening criteria and the button "Apply To Interview".
- 3) Note the **Application Process** and **Interview Days** below the Job Description, paying attention to the **application deadline**. 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 the "Apply To Interview" button. 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 in Jobs > Applications > OCR Applications. In addition, you can find your interview applications by clicking your initials in the top right of the page and clicking "My Interviews" in the drop down menu. Pay attention to the schedule details and relevant dates to determine when you will hear back from the employer. To Withdraw your application, go to Home / Jobs, click Applications, and find the position you applied for under Non-OCR or OCR Applications and click "-Withdraw"

### **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 time slot. 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 button with your initials in the top right of the page to open the drop down menu and click "Interviews" Until you sign up for an interview time slot, your request will be listed under the "Requested Interviews" section. You can also access them from your home page by clicking your initials in the top right corner and then "Interviews" in the drop down menu.
- 2) Once you are invited to interview (as a preselected or alternate), and the relevant interview sign-up date opens, **you will see it listed in the Requested Interviews list to select an interview time slot.**

***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 Interviews" list on the right side "Interviews" page. You can reschedule your interview time slot 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](mailto:hirebauer@uh.edu).**

**Additional positions are available for Business students through University Career Services at [www.uh.edu/ucs](http://www.uh.edu/ucs).**