

On-Campus Interviewing FAQs

How do I upload my resume in Miami CAREERlink?

- Log into Miami CAREERlink
- Click on “Documents” at the top of the page
- Click on “Add New”
- Complete “Label Field” for the Resume
- Click on “Browse” to select your resume file to upload
- Click “Submit”

How do I submit my resume to employers interviewing on campus?

- Log into Miami CAREERlink
- Click on “Jobs”
- Next to the “Show Me” choice, select “Interviews I Qualify For”
- Click “search” to locate campus interviews
- Click on the job title
- Under “Application Status,” select a resume
- Click “Submit”

Alternatively, at your home screen under Quick Links select “Campus Interviews I Qualify For.” Next, click on the job title, select a resume, and click the submit button.

For all job postings, not just on-campus interviews, choose “Jobs I qualify for” and follow the directions above.

How do I sign up for an interview?

If you have received an e-mail stating that you have been either “invited” or “preselected,” you can sign up for an interview by following these steps:

- Log into Miami CAREERlink
- At the home screen, look under the Alerts heading to find the link to sign up for a time
- Click the link that states “you may sign up for X interviews”
- Sign up for a time

If you are unable to sign up for a time, please check the signup dates in the employer job posting. During the “Sign-Up Start Date” and “Sign-Up End Date” you will be able to select an interview time. If you still have difficulty; please send an e-mail to careerservices@muohio.edu

How do I change my interview time?

To reschedule your interview time:

- Log into Miami CAREERlink
- Click on “Interviews”
- Click on “Scheduled Interviews” tab
- Click on the date of the interview (under the interview date column)
- Click on “Reschedule”
- Choose a different time
- Click “Submit”

Be warned: Additional time slots may not be available.

How do I cancel an interview?

To cancel your interview time:

- Log into Miami CAREERlink
- Click on “Interviews”
- Click on “Scheduled Interviews” tab
- Click on the date of the interview (under the interview date column)

NOTE: You can cancel your interview online up until 11:59 p.m. two business days prior to the interview. Canceling after that will be considered a late cancellation. Please review our *OCR No Show/Late Cancellation Penalty Policy* for details.