We believe the best way, the Wildcat Way, to have a successful on-campus interview day is to post your job opportunity with your on campus interview request. Take advantage of the Wildcat Way and let us do the work for you! Benefits include:

- Interview schedule management
- Room reservation
- Convenient parking
- Resume packet
- Student marketing campaign
- Day of logistics
- Lunch (full day interviewing only)
- Brand awareness

Make an On Campus Interview Request and Post Your Position

- Log in to your Wildcat Careers account
- Click Request On Campus Interviews on the right hand side under Shortcuts
- Click on Request a Schedule
- Fill out the New Interview Schedule Request, which will include your job posting
- Submit!

Manage Your Interview Schedule

In Wildcat Careers select the OCR tab on the left side of your home page

- **Schedules**: overview of your interview schedules
- **Positions**: campus interview positions you are recruiting for
- **Applicants**: all students who have submitted an application – where you can select students to interview
- **Interview**: list of student names you have selected to interview
- **Wait-List**: list of student names you have selected as alternates
- **Publication Requests**: upload company marketing materials for distribution to students
Information Sessions
Discuss company highlights or open positions with a targeted group of students by reserving a room on campus. Services provided include:
- Location reservation
- Convenient parking
- Student marketing campaign
- Day of logistics

Tabling
Raise brand awareness, market open positions, and meet new students by reserving a table in a high traffic student area. Services provided include:
- Table and chairs
- Location reservation
- Convenient parking
- Student marketing campaign
- Day of logistics

Make an Information Session or Tabling Request

Shortcuts
Create Job or Internship Posting
View Job & Internship Postings
View Applicants
Complete Profile
Request On-Campus Interviews
View On-Campus Interview Applicants
Request New Info Session

- Login to your Wildcat Careers account
- Click Request New Info Session on the right hand side under Shortcuts
- Using the drop down select Info Session (room) or Info/Recruiting Table
- Fill out all required fields
- Submit!

On Campus Recruiting Best Practices

- Make your request and post your position(s) ahead of time (3 week requirement).
- Include company marketing content and social media handles in your request.
- Boost your on campus interviewing by requesting a Tabling session prior to your interview date.
- What to bring: company flyers, job descriptions, computer with company slide show, branded table cloth, branded signs, notebook for student interest sign ups
- Students love SWAG (stuff we all get) - t-shirts, pens, phone accessories, notebooks
- Students love FREE FOOD – pizza, donuts, candy
- Suggested days and times for Interviews: M – F, 8AM – 4PM
- Suggested days and times for Tabling: TWTH, 10AM – 3PM
- Suggested days and times for Info Sessions: 1 hour blocks, TWTH, 11:30AM – 1PM and 4PM – 6PM

Connect with Employer Relations to build your UNH recruiting plan today
employer.relations@unh.edu | 603-862-2070 | unh.edu/career