

# HuskyCareerLink

## EMPLOYER GUIDE TO ON-CAMPUS INTERVIEWING

Career Services at the University of Connecticut offers our employers/organizations the ability to come to campus and interview students for internship, co-op, and full-time positions. We also offer Information Sessions where an employer/organization can have a room to speak to students about their organization and the opportunities they have available. You may request these services through the HuskyCareerLink system.

To access HuskyCareerLink go to [www.career.uconn.edu](http://www.career.uconn.edu)

### Request an Interview Date

Under Quick Links on the homepage click on [Create a New Schedule Request](#)

Complete form with requested date and interview details and click on the [Submit](#) button.

You will receive an email once the date has been approved. At this time, you may go back into your HuskyCareerLink's account and on the homepage under [Alerts](#). There will be a message, [1 OCR schedule\(s\) in need of a position](#). The schedule is not viewable to students until the position is attached. Once you have attached the position, you will receive an email that will contain the applicable dates for your upcoming interview date.

### Viewing and Selecting Candidates

At the end of the application period, you will receive both an email and another message under [Alerts](#) giving you a link to all students' résumés and other application materials that you have requested. Once you are at the link, you may view applications individually or you may create a book by selecting each student and clicking on batch options and select [create a book](#). This will take five minutes and you will receive an email with a link in it once the book has been created. You may email the book to other department members. **PLEASE REMEMBER TO MAKE YOUR PRE-SELECTIONS PRIOR TO YOUR PRE-SELECT DATE SO THAT STUDENTS CAN SIGN UP FOR INTERVIEW SLOTS.**

### Searching for Additional Candidates Prior to the Application Deadline

Additional student résumés are available for viewing or printing and can be identified by searching résumé books created, based on the type of opportunity a student may be seeking.

- Click on Résumé Books on the top tool bar.
- Select preferred résumé book to see candidates
- View résumé of one or several candidates in a chosen book. If you are interested in interviewing a student, email the student regarding your opportunity to see if he/she is interested and direct him/her to HuskyCareerLink

### Searching and Adding Additional Candidates After the Application Deadline

Employers who identify additional candidates for their interviewing opportunities by searching résumé books or talking with students at a career fair, are urged to have those candidates apply for the positions through the HuskyCareerLink system. This requires employers to identify those candidates **prior** to the application deadline. If you need assistance adding candidates **after** the deadline has passed, please send a request via email to [recruiting@uconn.edu](mailto:recruiting@uconn.edu) with the following information: student's name, date of interview, and the job posting that he/she should be added to.

### REQUESTS FOR INFORMATION SESSIONS

In our building, we have two rooms where employers may hold Information Sessions in the evening. You may request to use one of these rooms through the HuskyCareerLink system. To schedule an Information Session under [Quick Links](#), select [Request New Information Session](#), fill out the request, and click on the [Submit](#) button. You will receive an email confirming your request. This email will contain the room number of the Information Session.

Each page has a help button with frequently asked questions that can assist you with the system. You may also email [recruiting@uconn.edu](mailto:recruiting@uconn.edu) or phone 860-486-6156 for any additional assistance.