

Requesting an Interview Space

Interview space is first come first served and is not guaranteed. Below is a step-by-step process on how to request space to interview in the UF College of Veterinary Medicine for the Friday 9/15/17 following the UF CVM Career Day.

1. Log in to your Gator CareerLink account at www.crc.ufl.edu
2. Requesting Interview space will require that you post an open position in Gator CareerLink.
This is a required step to request interview space.
3. From your home page in Gator CareerLink navigate to the OCR → Schedules tab in the left hand column of the screen.

The screenshot shows the Gator CareerLink interface. On the left is a dark blue navigation menu with a 'TEAM CRC' logo at the top. The menu items are: Home, company profile, My Jobs, OCR, Schedules (highlighted with a red arrow), Positions, Applicants, Interview, Wait-List, Publication Requests, Events, report offers, my calendar, and my account. The main content area is titled 'on-campus Interviewing' and contains a blue informational banner: 'To request a Skype or other online/remote interview, indicate "Virtual Interview" in the "Location" drop down'. Below this is a navigation bar with tabs: SCHEDULES (active), POSITIONS, APPLICANTS, INTERVIEWS, WAIT-LIST, and PUBLICATION REQUESTS. Another blue informational banner reads: 'Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new schedule'. The 'Schedules' section shows 'No records found.' with a 'REQUEST A SCHEDULE' button. The footer includes the NACElink logo and the text 'CAREER SERVICES MANAGER'.

4. Click 'Request a New Schedule' and begin filling out the required sections of the form. You may fill in the others specific to your request; the required components are circled in red below.

The screenshot shows a web interface for the 'TEAM CRC' organization. On the left is a dark blue navigation sidebar with icons and text for: Home, company profile, My Jobs, OCR, Schedules, Positions, Applicants, Interview, Wait-List, Publication Requests, Events, report offers, my calendar, and my account. The main content area is titled 'New Interview Schedule Request' and includes three buttons at the top: 'SUBMIT', 'CANCEL', and 'RESET FORM'. Below the buttons is a note: '* indicates a required field'. The form contains the following sections:

- Recruiting Session ***: A dropdown menu with the selected option 'Fall 2017 August/September' circled in red.
- OCI Model ***: A section with the instruction 'Please select which OCI Model you will use'. It contains three radio button options: 'Room Reservation Only (self-schedule)' (which is selected and circled in red), 'Preselect to Alternate', and 'Preselect to Alternate to Open'.
- Interview Date ***: A section with the instruction 'If you are requesting Sept. 29th or Sept. 30th PLEASE contact the CRC for available rooms. Select the screen.' Below this is a dropdown menu with the selected option 'Sep 15th' circled in red.

5. You will receive a confirmation that your request has been received and then another email following either approving or denying your request.

If you have any questions or issues please contact KatelynJ@crc.ufl.edu or 352-294-8504