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 Thursday 11/9/17 following 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.
4. Click ‘Request a Schedule’ and then ‘Add New’ then 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.

a. Room Reservation only means you as the employer are responsible for finding and connecting with students to schedule interview times. This simply reserves the space for you to conduct the interviews.

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