

On Campus Interview Guide

ST PAUL CAMPUS
career
center



198 McNeal Hall ▪ 612-624-2710 ▪ www.stpaulcareers.umn.edu ▪ spccc@umn.edu

On-campus interviews offer students the chance to meet with representatives from leading companies for full-time positions and internships. To make the most of your opportunities, follow these steps:

Step 1: Watch the on-campus interviewing web site

Check the on-campus interviewing site frequently to learn about new opportunities as they arise at <http://goldpass.umn.edu> (Log in and click on the “On Campus Interviews” menu at the top).

Step 2: Complete a resume review

Meet with someone at the St. Paul Campus Career Center to learn how to make your resume as effective as possible for your field of interest.

Step 3: Schedule a practice interview

Contact the St. Paul Campus Career Center to sign up for a practice or “mock” interview to gain feedback on your interviewing skills.

Step 4: Apply for on-campus interviewing opportunities using GoldPASS

Follow these steps to sign up for interviews through this convenient, on-line system.

a. Enter or update your profile

The URL for GoldPASS is <http://goldpass.umn.edu>

- If you have **not** used the system before, click on “Students LOGIN here” to set up an account by logging in using your U of M Internet ID and completing your profile and the user agreement.
- If you have used the system before: Enter your Internet ID and password.
- To update your profile, select “My Account” and then “My Profile.” This allows you to make changes to the information you provided about your background when you initially registered.

b. View positions

To learn more about positions available through on-campus interviewing, select “On-Campus Interviews” from the horizontal menu bar and click on “View All On-Campus Interviews.” This will bring you to a search page. In order to view all interview schedules, simply click on the “Search” button. *Please be aware that while you will be able to view all interview schedules, you may not be qualified to interview for all.*

The system will prevent you from signing up for interviews for which you are not qualified which typically happens when you have indicated you are seeking a different position type than the posting (e.g. internship verses full time) or you do not meet the minimum GPA requirements.

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c. Upload your resume

To upload your resume(s) click on “My Account” and then click on “My Documents.” Select the “Upload File” button to upload your resume or other documents.

d. Sign up for interviews

To sign up for an interview, select “On-Campus Interviews” then “Sign up for Interviews you qualify for.” Be aware that only positions for which you are qualified will appear. If you believe you should qualify for a position which does not appear, please call the Career Center at 612-624-2710.

Employers choose one of two methods for selecting candidates for interviews and this is noted next to each job title under the column labeled “Current Signup Method.” The different sign up instructions for each sign up method are listed below:

Submit Interview Request

In this method, employers pre-screen candidates and decide who they want to interview. When you select a job designated this way do the following:

- Click on the position title for which you are interested in interviewing.
- Click on the red “Request Interview” link at the top left of the page.

When you click on this button your resume will be forwarded to the employer for consideration. Once the employer has selected candidates for interview, you will receive email notification.

Sign-up Open

In this method students may sign up for an interview time slot without submitting the resume to the employer in advance; all qualified students are able to interview. When you select a job designated as “open” do the following to schedule an interview:

- Click on the position title for which you are interested in interviewing.
- Click the red “Sign up” link at the top left of the page.
- Click on the appropriate interview date.
- Scroll to the bottom of the interview date page and pick the time that you want to interview.
- Click “Sign up” at that time slot and your name will be automatically entered into the schedule. Your default resume will be added for the employer to view.
- Scroll down to the bottom of the page to confirm your name was added to the appropriate time slot or to cancel/change your interview.

Step 5: Be aware of the on-campus interviewing cancellation policies

A scheduled interview may be rescheduled or cancelled without penalty up to two business days in advance. To reschedule or cancel an interview 1 to 2 business days in advance, call the career center that is hosting the interview. Cancelling an interview *less* than 1 business day in advance or failing to appear for a scheduled interview is a violation of the on-campus interview policy and your GoldPASS account will be deactivated. To reactivate your account, follow instructions from the career office that hosted the interviews.

If you need any assistance with this system, contact the St. Paul Campus Career Center at 612-624-2710.
