

# how **2** Student guide: *On Campus Interviews*

1. Go to: [www.collegecentral.com/fgcu](http://www.collegecentral.com/fgcu)
2. Select either the “**Student**” icon or “**Alumni**” icon.
3. Go to the “**Register Now**” link. (IF YOU HAVE ALREADY REGISTERED, LOG IN AT “**STUDENT CENTRAL**,” AND IT WILL TAKE YOU DIRECTLY TO YOUR HOME PAGE.)
4. Enter *Florida Gulf Coast University* (IF IT’S NOT ALREADY PRE-FILLED)
5. Enter a “**Unique ID**” and “**Password**”
6. Select “**Continue Registration**”
7. Enter all the information requested.
8. Submit registration and select “**Go to My Home Page**”

## On Campus Interview Search:

- From your homepage, select “**Search for Jobs Posted to My School**”
- Select “**On Campus Interview**” and “**Begin Search.**”
- All the current On-Campus Interview opportunities will appear for you to search.
- Applying for the Job:
  - Please be aware that you will need to have an approved resume uploaded to College Central Network to apply for an interview. Go to <http://www.collegecentral.com/fgcu/Student.cfm> - under “**General Announcements**” to view a sample resume, or visit <http://studentservices.fgcu.edu/Careers/handouts.asp>
  - Select the Job ID number to view the entire posting. To apply, click the “**Submit**” button. This will send your resume directly to the employer for review

## Scheduling your On Campus Interview:

- If selected for an interview, you will receive an email with the interview date and further instructions
- When scheduling the interview:
  - Login to your account
  - Click on the **Check My On-Campus Interview Status** link
  - Click on the **Schedule** link under **Notifications to Schedule an Interview**
  - Select a time slot and click the **Schedule Interview** button
  - Please print the confirmation with your interview date, time, and location

## Resume Entry:

- From your homepage, select “**Upload a Resume.**” Browse for the file, select it, and then upload your resume. Your resume will be reviewed and approved by our office. (Please allow 2 business days for resume approval.) You will be notified by email when your resume has been approved.

The Florida Gulf Coast University Office of Career Development Services acts only as a referral service, and makes no particular recommendations regarding off-campus employers. The Office of Career Development Services is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the high volume of jobs received by our offices, we are unable to research the integrity of each organization, business, or person listing a job with us. Therefore you, the student, are urged to undertake this responsibility yourself.