

CAREER DEVELOPMENT CENTER

RESUME REVIEW

INDIVIDUAL ADVISING

INTERVIEW ADVICE

EXPLORE CAREER DIRECTIONS



On-Campus Recruiting Guide

Registering

1. Login to the RamblerLink using your Loyola username and password.
2. Upload your resume into your RamblerLink account. To upload your resume, select "Documents." You can also upload other employment-related documents such as cover letters, writing samples and/or supplemental information in this section.

Applying

1. Search for interview schedules by selecting "Jobs/Internships" tab>RamblerLink Jobs in your RamblerLink account. Under "Show Me" you may select:
 - a. **All Interviews:** This search will display all schedules you are qualified to apply for. Qualifications are based on your degree, major, graduation date, and work authorization. Employers set criteria for their positions and all candidates must meet this criteria in order to apply.
2. View the details of an interview schedule by clicking on the job title in the search results page. You will be able to see the job descriptions and requirements for this specific schedule, as well as its timeline.
3. Submit your resume to be considered for an interview by clicking the "Apply" button on the schedule page. The system will then ask you to select the resume you wish to submit.
4. You may be required to apply through the employer's website or submit other documents such as a cover letter, writing sample and/or supplemental information. Make sure you read the "How to Apply" section on the job description page carefully.

Checking the Status of your Request

1. Select the "Interviews" Tab.
2. The status of your application is displayed under Requested Interviews.
3. After an employer has made decisions to accept or decline interview requests, automatic emails will be sent to candidates via RamblerLink.

Interviewing

1. If an employer has accepted your interview request, you will need to sign up for an interview time slot on the schedule. To sign up:
 - a. Select the "Interviews" tab.
 - b. Under "Requested Interviews" select "Schedule Interview."
 - c. You will then see all the available interview times, select the one that best fits your availability then click "Submit."
 - d. Your interview information will now appear under the "Scheduled Interview" section of the page.

Ethical Standards

1. Sign up for interviews only if you match the listed qualifications.
2. Sign up for interviews only when you are genuinely interested in the position for which the company is interviewing.
3. Do not request an interview for a company that is interviewing for a major or career field that does not your own.
4. These are not practice interviews. If you take an interview time slot when you are not really interested in the position or company, another student who may really want this position may not get a chance. In addition, if you later decide to apply for a different position at the same company, you may not be considered a serious candidate. If you are interested in practicing interviewing skills, consider mock interviews or setting up a practice interview with a career advisor.
5. If you need to cancel your interview, do so prior to the 48-hour no-change period.
6. No-shows and same-day cancellations are rude and inconvenient to the employer and may affect the employer's decision to recruit at Loyola. It is also extremely unfair to your fellow and future students.