



HOW DO I APPLY FOR POSITIONS: ON-CAMPUS RECRUITING (OCR)

Open Interviews

If you meet the screening criteria for a job posting, you will be able to select an interview time from the slots available. If you do not meet the requirements, you may e-mail the recruiter to ask to be added to the interview list. *See page 3 of this guide for email templates.*

Pre-select Interviews

If you want to be considered for a "Pre-select" interview, you must submit a resume through BuckyNet. Upon submission, the status of your request will be "Pending" until the recruiter decides whether to invite you for an interview. Click on the *Interviews* tab and look for your status under "Requested Interviews."

If Your Status changes to:	then:
Invited	You may select an interview slot beginning at midnight on the Sign-Up Start Date *
Alternate	You may select an interview slot (if any remain) on the Alternate Sign-Up Start Date .
Not Invited	You have not been offered an interview for this position.

(If your status remains "Pending" after the **Start** Date, it usually means the recruiter has not invited you to interview).

*Keep in mind that the **Sign-Up Start Date** may be several days *after* you receive an invitation.

An invitation to interview does not guarantee you an interview slot. A recruiter may invite more candidates to interview than there are slots available. If you have questions, please contact our office.

You are responsible for adhering to the **resume submission** and **interview sign-up dates** for each listing. Employers may change these dates at any time so check back frequently.

Submission and Sign-Up Dates for On-Campus Interview Opportunities	
Trigger Dates	Description
Resume Submission Start Date	The first day you can submit your resume through BuckyNet to apply for the opportunity.
Resume Submission End Date	The final day you can submit your resume to apply for the opportunity (through 11:59 pm Central Time).
Sign-Up Start Date	The first day invited candidates may select an interview time through BuckyNet, beginning at 12:00 am Central Time.
Alternate Sign-Up Start Date	The first day alternate candidates may select an interview time (if any remain) beginning at 12:00 am Central Time.
Open Sign-Up Start Date	The day not-invited candidates may select an interview time (if any remain) beginning at 12:00 am Central Time.
Sign-Up End Date	This is the last day you may sign up for an interview, change an interview time or cancel an interview without penalty.

**Submit your resume ONLY if you are truly interested in the job
AND available the day of the interview**

INTERVIEW LATE CANCELLATION / NO SHOW POLICY

The deadline for cancelling or changing interviews *without penalty* is called the **Sign-Up End Date**. The **Sign-Up End Date** is typically 3-4 days before an interview. It is set by the employer and is clearly identified in each job posting. Changes or cancellations may be made **online** through 11:59 pm Central Time on the **Sign-Up End Date** and require no further notification to the employer or the Interview Center. Select the Interviews link on the navigation toolbar, find the interview you wish to change and click reschedule. You may then select a different time if one is available.

To change or cancel an interview *after* the **Sign-Up End Date**, you must **notify L&S Career Services** at 1305 Linden Drive, Suite 205 or at 608-262-3921. Leave a message if you are calling outside of office hours. Do not e-mail L&S Career Services to change or cancel your interview.

If you fail to report for an interview, or if you cancel an interview after the **Sign-Up End Date**, your access to BuckyNet will be **BLOCKED** until you do both of the following:

- Meet with career services staff; and
- Write a letter of apology to the company recruiter

Note that “mock” interviews are considered the same as real interviews for purposes of this policy. Classes, employment, group projects and homework are not valid reasons to cancel interviews after the **Sign-Up End Date**.

Students who accumulate two late cancellations or “no-shows” will have their BuckyNet privileges REVOKED for one academic year.

ON-CAMPUS INTERVIEW NOTES

Note the **interview location** in the job posting. On-campus interviews *usually* take place in the School of Business, 3295 Grainger Hall or at L&S Career Services, 1305 Linden Drive.

If you **do not meet the requirements** of a position listed on BuckyNet but would still like to apply, you may e-mail your resume to the contact person listed in the lower right column of the job description screen. The recruiter will decide whether or not your qualifications and interest warrant an interview. L&S Career Services cannot put you on an interview schedule without permission from the recruiter.

On rare occasions, an employer may be forced to cancel scheduled interviews. If this happens, L&S Career Services will notify you as quickly as possible. **Make sure that the e-mail and phone number listed on your BuckyNet profile are current.**

STUDENT EMAIL TEMPLATE FOR ON-CAMPUS INTERVIEWS (OCI)

Many employers ask that students apply through BuckyNet as well as coordinate on-campus interviews. At times you may find that some employers have put limitations on the majors they are willing to consider, but often times they are willing to make exceptions (depending on the position). If you are interested in on-campus interviews, here are strategies to help you based on 2 potential scenarios. Please read through both of the scenarios before calling our office. If neither of the below scenarios meet your needs, please call the L&S Career Services at 262-3921 and we would be happy to assist.

Scenario #1 (company contact information is visible on BuckyNet):

You find a position you would like to apply to in BuckyNet, but it says you are not eligible due to your major. Please email the company's contact listed on BuckyNet using the email template below. To find the contact information, please do the following:

Action:

- 1) Please click on "Jobs" and select BuckyNet.
- 2) Enter the company's specific name for "Keywords".
- 3) Click on the specific job title you are interested in and scroll down to the bottom of the screen displayed to find the contact information.
- 4) Email something similar to the sample email text below.

NOTE: To be eligible to do on-campus interviews, you must have a resume uploaded to BuckyNet.

Text in RED below is meant for you to customize your email. Make sure to remember to take the parentheses out.

Subject: To submit an application for an on-campus recruiting opportunity with (insert company name) through BuckyNet at UW-Madison

Text of email:

Dear (insert company contact name if name is visible):

I am a UW-Madison student majoring in (insert your major here). I am interested in applying for your (insert position name here) through BuckyNet. However, I noticed that the way the position is posted makes my major ineligible to apply. I believe I would make a strong candidate for your position, and I am writing to see if you would consider asking L&S Career Services at careers@saa.ls.wisc.edu to expand your list of majors on BuckyNet so that I can apply for your position.

I appreciate your time and the opportunity.

Sincerely,

(insert your name)

Scenario #2 (company contact information is NOT visible on BuckyNet):

Same scenario as above; however, there is no contact information for a recruiter on BuckyNet, but you would like to submit an application. In this case you would need to contact the L&S Career Services directly.

NOTE: To be eligible to do on-campus interviews, you must have a resume uploaded to BuckyNet.

Text in RED below is meant for you to customize your email. Make sure to remember to take the parentheses out.

Here's a sample email to send to careers@saa.ls.wisc.edu:

Subject: To submit an application for an on-campus recruiting opportunity with (insert company name)

Text of email:

Dear L&S Career Services:

I am a UW-Madison student majoring in (insert your major here). I found a position listing through BuckyNet for (insert position name here) with (insert company name here) that I am very interested in applying to. However, I noticed that the way the position is posted makes my major ineligible to apply. I believe I would make a very strong candidate for this position, regardless of my major. Since the contact information is not visible on BuckyNet, I am writing to you to see if you would assist me by reaching out to the contact to expand their list of majors on BuckyNet so that I can apply for their position.

I appreciate your time and the opportunity.

Sincerely,

(insert your name)
