Employers must meet the Employer Eligibility for Career Center Services requirements and hold an active account in JobMate in order to schedule an interview room with the Career Center. Interview schedules must be reserved and confirmed in advance with the Career Center Recruiting Coordinator. Interview rooms may be reserved with the Career Center Recruiting Coordinator Monday – Friday, except where blackout dates are noted on the recruiting calendar.

**On-Campus Interview Season**
Each semester, the standard On-Campus Interview season begins with the Career Center’s Job Fairs. Employers may make a reservation through the Recruiting Coordinator to hold On-Campus Interviews after that date. Pre-fair On-Campus Interviewing is reserved for accounting firms.

**On-Campus Interview Times**
8:30 am – Interviews may begin

5:30 pm – Interviews & associated employer discussions must be completed and employers must vacate the interview rooms

Interview time slots will vary depending on the needs of the employer, but typically run 30 minutes, 45 minutes, or 1 hour.

**On-Campus Interviews for Third Party Employers**
An employer designated in JobMate as a Third Party Recruiter may hold on-campus interviews in the Career Center, provided the open position is with their organization. On-campus interviews for Third Party Recruiters will operate as a Rooms Only schedule. This means the employer will contact the students directly and set the schedule.

**Invited or Accepted Students**
The Career Center strongly recommends that an employer who has invited or accepted a student for an on-campus interview continue to interview that student, even if there has been an employer error or change in the desired preselect student list. It is the view of the Career Center that any extra time involved with following through with the interview is considered damage control and is worth it in order to maintain a positive image on campus.