

InterviewTRAK

WHAT IS InterviewTRAK?

InterviewTRAK is the official On-Campus Interviewing system used by our office to manage on-campus interviews. You must first register and upload your resume(s) to use InterviewTRAK. Through this program you will be able to: submit your resume(s) to employers, keep track of submissions, sign-up for interviews, change your interview time, cancel an interview, find out about employer group meetings/information sessions, and much more.

STEP 1: REGISTERING

1. Go to our website @ www.careers.wsu.edu
2. Click on Login/Register
3. Click on Register with MonsterTRAK
4. Enter your information into the correct fields

STEP 2: UPLOADING YOUR RESUME

1. Login to MonsterTRAK. From your Welcome page, click on RESUMES
2. Choose Upload Resume from the right hand side of the screen
3. On this page, there are various steps:
 - Check the box to comply with the agreements
 - Give your resume a name so you can distinguish your resumes from one another if you wish to upload more than one (you can upload as many as 10)
 - Click the browse button to find your resume on the computer, go to Look in: and highlight the drive where your resume is located, make sure that ALL FILES is selected in the Type of File box
 - Double click on your resume file and the file name should go into the browse box.
 - Click on UPLOAD RESUME. This will allow you to preview your resume
 - Make sure to click the "SAVE RESUME" at the TOP OR BOTTOM of the page!
4. You will be prompted to update your "Resume Search Status" if this is your first resume in the system. Make your selection and click on the Update Status button to complete the upload process.

Once you are registered you will begin to receive weekly emails from Career Services listing the Interview Schedules that will be opening for sign up that week. The majority of schedules become available for sign up each Friday. You will also receive periodic emails with updates and late additions to the Interview Schedules.

THESE EMAILS ARE NOT SORTED BY MAJOR, GRADUATION DATE, ETC.

THEY ARE TO SERVE AS A REMINDER FOR YOU TO LOGIN TO THE SYSTEM. IT IS YOUR RESPONSIBILITY TO SUBMIT YOUR RESUME AND ANY ADDITIONAL APPLICATION MATERIALS FOR **EACH** COMPANY THAT YOU ARE INTERESTED IN INTERVIEWING WITH.

STEP 3: SIGNING UP FOR INTERVIEWS

1. Log in to MonsterTRAK
2. From your Welcome page click on InterviewTRAK
3. The InterviewTRAK Search Menu page will come up. From this page you can search for Companies Interviewing, Employer Presentation dates and keep track of your resume submissions and interview times with the Personal Dates box.
4. Check the box if you want to sort the jobs according to your qualifications, then hit the Search Interviews Button. Companies choose to do the interview process in a few different ways:

Pre-select Schedules: You submit your resume during the resume submission dates by clicking on the "Details" link in lower left hand corner of each schedule. If you meet the employers' criteria there will be a "Submit Resume" Button in the middle of the page. In pre-select schedules you are applying to get an interview. Make sure you submit your resume and follow any additional instructions listed in the Qualifications section. Once the resume submission period has ended your resume and any additional materials requested by the employer will be forwarded to the employer for review. The employer will then select the people they want to interview. If you are pre-selected you will receive an email from Career Services telling you that you have been selected for an interview. If you have been pre-selected, you will go back into the company schedule and click the "Sign up for this Interview" button. A schedule of available interview times will come up. Select a time and click the "Sign Up" button.

Open Schedules: These schedules are on a first-come first serve basis. If you meet the employers' criteria there will be a "Sign up for this Interview" button in the middle of the page. Click on the button and it will bring up a schedule of available interview times. Select a time and click the "Sign Up" button. You will then be prompted to submit your resume. Make sure to follow any additional instructions listed in the Qualifications section.

Resume Drop: Resumes are collected during the sign up period. Once the sign up period has ended, the collected resumes will be sent to the company who will then do all the selecting, notifying and interviewing on their terms.

HELPFUL TIPS FOR GETTING THE MOST OUT OF InterviewTRAK:

- Be sure to check interview schedules on a regular basis .
- If you go into the company's schedule and the "Submit Resume" button does not appear, either the date to submit a resume has not yet occurred, has passed, or you do not meet the requirements. Note: You must meet all employers' requirements to sign up for an interview. If you do not qualify but wish to be considered for an interview, contact the employer by using the email provided on the schedule.
- Make a habit of checking your "Personal Dates" box on the InterviewTRAK opening page. This box will let you know who you have submitted resumes to and interviews that you have signed up or been pre-selected for. This will help ensure that you won't miss a pre-select sign up if you are chosen. **YOU ONLY HAVE THREE DAYS TO SIGN UP FOR AN INTERVIEW TIME** before alternates are allowed to sign up.
- Remember that you are responsible for keeping track of your interviews, sign ups, etc. Make sure you note the location of your interview. Interviews are typically held in Lighty 160 unless otherwise noted.
- Be sure to have several copies of your transcript on hand (they can be unofficial). The company may require one for pre-selection or for the interview. You will need to have a copy for **EACH** company that is requesting this information—**WE CANNOT KEEP COPIES OF YOUR TRANSCRIPT ON FILE IN OUR OFFICE**. Order a copy of your transcript through the Registrar's office and then make legible photocopies to be turned in as needed.
- Some companies will request a cover letter. A cover letter can be uploaded just like the resume. All materials must be turned in by the due date!
- Always log out of your browser when you are finished to keep your record secure

FALSIFICATION OF INFORMATION POLICY:

Students and alumni registering and submitting their resumes are certifying the information is truthful and accurate.

INTERVIEW APPOINTMENT CANCELLATION POLICY:

You are able to cancel or change an interview time online (only during the sign up period). PLEASE NOTE: If others are online signing up with the company at the same time, you may lose your slot.

In order to insure a full schedule of interviews for employers, Career Services requires that you contact our office at least three working days before a scheduled interview if you wish to cancel. Failure to notify our office in advance will result in your being "blocked" from signing up for interviews.

To reinstate your sign up privileges, you must write a letter of apology/explanation to the employer and bring a copy of it to Career Services. The original letter should be sent to the employer. Once you bring a copy to our office, you will again be able to sign up for interviews.

While we understand that there are circumstances that may prevent you from giving three working days notice (illness, emergency, etc.), you will still be blocked until you write a letter to the employer.

NEED ADDITIONAL HELP?

If you experience difficulty using the system or have any questions, please call us at (509) 335-2546, or stop by Career Services Monday-Friday, 8:00am-5:00pm and we will be happy to guide you through this process