



TOP 12 TIPS

For the Recruiting Program & InterviewTRAK

1. Login to InterviewTRAK

To login in to the InterviewTRAK system, first go to the Career Services website. Click on "REGISTER with Career Services". If this is your first time, use the "First Time Users" login; you will be prompted to create a user profile. Please be sure to complete the fields: Address (Hinman Box #), Career Services Desired, and Job Categories Preferred. Once you have clicked the save button on your registration info, you will be directed to the Dartmouth MonsterTRAK homepage. Click on the "InterviewTRAK" link to access opportunities in the Recruiting Program.

2. Broaden Your Search Criteria

Any search will only reveal opportunities that fall within the **date range** listed.

- a. Change the search criteria from "Interview Date" to "Resume Submission Deadline".
- b. Broaden date range to capture more opportunities (e.g. change "to" year to 2007).
A date range must always be specified.

3. Search Results

These reflect ONLY those opportunities for which an employer has an upcoming Resume Drop or On-Campus interviews. For Resume Drops, the "Event Date" is the same as the application deadline.

4. Finding Organization Names Containing a Word

Use the % sign to search on every organization that contains that word, but doesn't necessarily start with that word (e.g. a search on "%Morgan" would bring up JPMorgan and Morgan Stanley).

5. Looking for Multiple Locations

Many opportunities are for multiple cities/states. Use the "More Search Options Available" on the Search Menu to search for Location. For example, to search for an opportunity in Boston, search FIRST on "Job Location" of "MA". Once your results come up, THEN use CTRL F to search for Boston as the location.

6. Watch Out For Purple P's – Pre Interview Meetings

If a purple P appears on the right-hand side of a search result, that means the employer will be holding a MANDATORY pre-interview meeting (night before the interview) for all candidates with confirmed interview slots.

7. Upload Your Job Materials

Before applying for opportunities in InterviewTRAK, the most important documents to upload are your resumes (ITRAK will hold up to 50 resumes) and ONLY one unofficial transcript. Your resume should display your FULL e-mail address so that employers don't mistakenly try to respond to someone who shares your nickname. (e.g. use "Jasmine.A.Donne@dartmouth.edu" rather than "jad@dartmouth.edu".) You may also upload three different writing samples. You can upload your

job materials under the "Resumes" tab at the top of the MonsterTRAK homepage. Go to the "Career Services" entry level blitz bulletin for "Transcript/Writing Sample Instructions".

8. DO NOT Upload Cover Letters

When you are applying for an opportunity, the system will prompt you to select a cover letter from your desktop. **Do not** upload a cover letter under the "Resumes" tab of MonsterTRAK; cover letters should be unique and stored on your desktop for each application.

9. Having Permanent Work Authorization

If you do not have permanent work authorization you may find that the system will not let you apply for specific Government related opportunities. This is because these employers have specified that only U.S. citizens may apply (e.g. Peace Corps and CIA).

10. Save Your Applications on Your Desktop

The system will NOT send automatic messages to you when you have been selected for resume drops. Employers will contact you DIRECTLY within 3 weeks of the deadline to set up phone interviews or to hold interviews at their offices. Keep copies of resume drop application materials on your computer desktop. Resume drop applications will no longer be viewable by you 6 days after the deadline occurs. Employers, however, WILL be able to view your application materials.

11. Sign-up for Interviews Promptly

If you are selected for an on-campus interview, do NOT delay in signing up for interviews. Alternates may be able to start signing up the day after you are eligible to sign up. If a schedule is full because a selected candidate is late signing up and an alternate "took the slot", there is no recourse. The alternate keeps the slot. If you have multiple interviews it is especially critical that you leave at least 30 minutes between each interview. We strongly recommend that you have your planner in hand and think carefully BEFORE selecting each slot in the first place.

12. Cancel or Change Your Interviews Early & Wisely

You may cancel your interviews online up until 2:59am two business days prior to the interview date (e.g. Thursday at 2:59 am for a Monday interview). When changing an interview slot, remove yourself from the slot; then go back into the schedule to find another vacant slot. You can't tell if/where a vacant slot may appear until AFTER you've removed yourself from your original slot. (It's possible, but not certain, that you might be able to get back your original slot, if you move quickly!). Our staff is dealing with over 100 interviews per day; we are unable to manually change slots for you.

Best wishes for your upcoming academic term!!

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