

UCSB Campus Interview Program Employer User Guide

How To Register or Login To The GauchoLink System:

1. Go to <http://career.ucsb.edu> and click on the **Employers Tab** across the top of the page. Then select **Campus Interview Program** from the left hand menu.
2. Select **Register/Login** to establish a new account or to login to your existing GauchoLink account.

The screenshot shows the top navigation bar with links: Sign in, Forgot my password, Register, Register And Post Local Job, Register And Post Job At Multiple Schools, and Help. Below this is a log-in section with the text "Please enter your username and password." and fields for Username (with a note "(your email address)") and Password. There are "Go", "Reset", and "Forgot Password" buttons. To the right is a register section with the text "Register for a new account." and two buttons: "Register" and "Register And Post A NACELink Multi-School Job". The NACELink logo and "software by simplicity" are in the top right. At the bottom, there is a footer with "Privacy Policy | UCSB | Questions? Contact Career Help" and "Copyright © 2006 UCSB Career Services".

How to Request a Campus Interview Program Schedule:

1. Login to your GauchoLink account.
2. Click on **Campus Interview Program (CIP)** across the top menu.
3. Click on the **Request a Schedule** icon.
4. Fill out the **New Interview Schedule Request** form and include all the details regarding your visit. Click **Submit** when you are done. Your schedule request has been sent to Career Services for approval. Upon approval of your interview schedule, you will receive a confirmation email.

Additional Information:

You may create a new position, copy an existing position from all of your jobs and modify it, or link a position that is active on another schedule.

- Linked positions share applicants.
- Any changes made to linked position information will be reflected across all related schedules.

home | account | calendar | profile | jobs & internships | Campus Interview Program (CIP) | events

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Schedules | Positions | Interviews | Applicants | Wait-List | Publication Requests | Help

Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timestots .

Schedules

No records found.

Request A Schedule

Pending Schedule Requests

No records found.

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

How to Manage Your Interview Schedule:

1. Login to your **GauchosLink** account and click on **Campus Interview Program (CIP)**.
2. The **Schedules** tab provides an overview of your interview schedule.
3. The **Positions** tab lists the Campus Interview Program positions that you have created.
4. The **Interviews** tab lists the names of the students you have selected to interview on your visit.
5. The **Applicants** tab lists the names of all the students who have submitted application documents for this interview schedule.
6. The **Wait-List** tab lists the names of the students whom you've assigned as alternates.

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Tasks

- Review Schedule
- Edit Schedule Details
- Attach Positions for Recruitment
- View Another Schedule
- Request A Schedule

Instructions: Use the tasks menu to:

- Attach existing or add new positions for recruitment
- Edit schedule details

Positions Recruited

1 items (1 items selected)

Job Title	Position Type	Major(s)	# of Rooms	Schedules	Applicants/Slots
Web Design Technician	Full Time	Computer Science	1	Nov 17, 2006	0 / 12

1 items

Create/attach Positions

Schedule Details **OCR Dates: Nov 17, 2006**

ID	67	Open Start	October 27, 2006
Date	November 17, 2006	Openonly Signup Start	November 10, 2006
OCR Model	Open	Schedule Close	November 15, 2006
Time	8:30 am - 4:30 pm		
Location	Career Services -- Bldg. 599		
Room(s)	1416 - Conference Room		
Interview Length	30		

Edit Schedule Details