How To Use Careers4Terps to Apply for On-site Interviews

1. LOG INTO CAREERS4TERPS
   - Go to the University Career Center & The President’s Promise website at [www.Careers.umd.edu](http://www.Careers.umd.edu)
   - Select “Students” from the Careers4Terps Login box
   - Log in using your Directory ID and password
   - If this is your first time using Careers4Terps, the system will prompt you to complete your profile

![Resources for: Students](image)

2. UPLOAD OR UPDATE YOUR RESUME
   - Click on the “Resumes and Other Documents” tab and “Add New.”
   - Label your resume document and click the “Choose File” button to select it from your laptop
   - Click “Submit” and be sure to review your uploaded document
   - Note: You can upload up to 20 documents, thus if tailoring your resume for different types of positions, be sure to label each appropriately

![Resumes and Other Documents](image)
3. **SEARCH FOR MMEE POSITIONS**
   - Go to “Careers4Terps Jobs” subtab under the “Job Postings” tab and keyword search “MMEE”
   - All of the school districts and organizations that will host on-site interviews have positions listed that begin with “MMEE 2016-

4. **REVIEW THE MMEE POSITIONS**
   - Click on a position title and read the details
     - District information
     - Types of positions available
     - Criteria for eligible candidates
   - Note the **Resume Submission Deadline date**: Friday, February 12th at 11:59pm
5. **APPLY TO MMEE POSITIONS OF INTEREST**

- Remember – All applications are due by **February 12 at 11:59pm**
- Click the “**APPLY**” button in the top right hand corner of the position description of interest
- Select the appropriate resume (from those you uploaded under the “Resumes and Other Documents” tab) and click “**SUBMIT**”
- Confirm that you successfully applied by ensuring the green “**Applied**” button and the brown “**Interview Requested**” button appears in the top corner of the page
6. REVIEW YOUR INTERVIEW STATUS TO DETERMINE IF YOU WERE SELECTED FOR AN INTERVIEW(s)

- Go to “Interviews” tab
- Under the “Requested Interviews” side of the page, you should see all the applications you submitted to be considered for on-site interviews.
- For each application, your interview status will read “PENDING” until the employer has reviewed all the applications and made selections.
  - Employers will review candidates from February 15 - 22
- On the date listed, candidates interview status will change to one of the following:
  - Invited
  - Alternate
  - Not Invited
- If chosen as an “Invited” or “Alternate” candidate, during the timeframe listed, and click “Schedule Interview” or “Decline Interview”, as appropriate.
7. **SCHEDULE YOUR ON-SITE INTERVIEW**
   - If you are interested in interviewing with the school district or organization, click the "Schedule Interview" button and a page will appear with all the available interview timeslots.
   - Select the interview time slot you prefer and click the "Submit" button.
   - If you decide you do not want to interview with a school district or organization that offered you an interview, click the "Decline Interview" button. The interview will be removed from your screen and the opportunity will be given to another UMD student who is interested.
   - **Note:** Time slots will be selected on a first-come, first-serve basis.
   - **Note:** If you will be signing up for multiple interviews, please make a list of the times you are signing up for so that you do not double book your schedule.

8. **PREPARE FOR YOUR INTERVIEWS**
   - Conduct your research on the school districts
   - Review the position description and be able to speak confidently about the roles of interest to you
   - Practice answering anticipated interview questions
   - Prepare questions to ask to your interviewers