INTERVIEW SKILLS PRACTICE
Mock Interview Registration

1. Register for HireA Hawk.com. See “Getting Started” in this brochure for steps on setting up an account.
2. Upload your resume into your account. If you do not upload a resume you cannot sign-up for a mock interview.
3. Select “Jobs & Internships, HireA Hawk Jobs and Interviews.”
4. Select “All Interviews” from the drop down menu next to “show me” and enter keyword “mock” and select the mock interview of your choice.
5. Sign-up for an available time slot.
6. Prepare for the mock interview like you would for a regular interview.
7. Attend your mock interview at the Pomerantz Career Center - C310 Pomerantz Center (3rd Floor).

INTERVIEWSTREAM

INTERVIEWSTREAM is an online interactive interview simulation tool that creates a realistic interview experience. It allows job and internship seekers the opportunity to see and hear themselves online.

Using a webcam, you are able to simulate job interviews by responding to pre-recorded interview questions and practice both verbal and non-verbal communication skills.

Use one of the following methods to get started today:
1. Log in to your HireAHawk.com account, click on the button in the lower right of your HireAHawk account.
2. Visit uiowa.interviewstream.com. Use your HawkID and password to create an account.
3. You can use your own webcam at home, or call 335-1023 to set up an in-office appointment or to check out a kit.

INTERVIEWING ON CAMPUS

Things to Consider

1. Employers are on a strict recruiting schedule and they want to hire UI Students. Our goal is to have them see many qualified UI students.
2. Decide if you’re truly interested in a company before submitting your resume. Don’t apply just to see if you are qualified enough to get the interview.
3. If you are chosen for an interview and don’t want to accept the interview, DECLINE the interview (you can do this in HireAHawk.com or call 319-335-1023). This is a much better choice than getting on a schedule and then removing yourself from it, thus taking away a slot from someone who was interested.
4. Cancelled or no-shows for interviews create negative impressions for our employers. Empty schedules give employers a negative impression of our students, Pomerantz Career Center, and the University. Employers watch their schedules closely—so if you have questions call the Center at 335-1023.

Interview Cancellation Policy

If you cancel an interview (mock, full-time or internship) within seven days before the event, you will be required to write a letter of apology to the employer. This will be considered an official cancellation. Your typed apology letter must be turned in to the Pomerantz Career Center staff in an unsealed, addressed and stamped envelope within two business days of the cancelled interview. Until your letter has been received, your HireAHawk.com account will be temporarily deactivated.

We understand there may be circumstances which may cause you to cancel an interview, such as accepting a job offer or a second interview, hospitalization, or a death in the family. Any of these situations may prevent you from keeping your appointment. If you cancel two interviews without a valid reason (such as those stated above), you will lose your HireAHawk.com privileges for the remainder of the academic year.

8/2013

INTERNERSHIP REGISTRATION

(for a credit hour course & transcript notation)

1. Access your HireAHawk.com account - see “Getting Started” on the opposite side of this brochure to start.
2. Click on “Internship Reporting”–under Record Experiences on the right side, then “Add New.” Add a record for each semester you are participating in an internship.

International Students: You must also receive authorization from the Office of International Student and Scholar Services (ISSS). After entering your internship information on HireAHawk.com, visit the ISSS website for instructions for completing your CPT paperwork. This must be completed before you will receive the email mentioned in Step 3.

3. Wait to receive an email with instructions for adding the 0 credit hour internship course on ISIS within one week of adding your internship information on HireAHawk.com.
   • If it’s before the registration period, you won’t receive an email until the registration period opens.
   • Be sure to add this course on ISIS, otherwise the internship will not appear on your transcript.
   • Note: there’s a $50 fee for adding this course.
   • If it is after the deadline for registering on ISIS for that semester, you will receive an email with instructions for processing an add slip instead.

4. To receive the passing grade of “R”, you must complete a midterm evaluation. You will receive an email at midterm with instructions for completing a short evaluation.

Questions about registering your internship:
Call 319-335-1023 or email sherry-rhinehart@uiowa.edu.

For other internship registration options, visit bit.ly/PCICINTERNSHIPS

COMMUNITY INVOLVEMENT LOG

You can now log your volunteer experiences using the Community Involvement Log in HireAHawk.com! This tool will help you keep track of ways you are engaged in the community through volunteering, philanthropy, nonprofit internships, and academic service-learning placements. Look for it under Record Experiences on the right side when you log in.
Welcome, Hawkeye Student

GETTING STARTED

New Users - Current Students

1. Go to www.HireaHawk.com and select Students Register/Login In - follow the directions.

2. Review and update your profile. Once you have completed all of the required fields in your profile, you will be able to upload/submit your resume, search for jobs and internships, and request on-campus interviews.

3. There is no fee for HireaHawk.com.

Note: Your account will be deactivated one year after graduation unless you notify the Career Center.

New Users - Alumni

1. Call the Pomerantz Career Center at 319-335-1023 to receive a password.

2. Go to www.HireaHawk.com and select Alumni Register/Login In - follow the directions. Your account will be active for one year.

Please call the Pomerantz Career Center at 319-335-1023 Monday - Friday between 8 a.m. and 5 p.m. for assistance.

Other Tips:
• Use the cookie trail in the upper left hand corner to navigate back out of pages, not your browser buttons
• Refer to the HireaHawk.com checklist for more tips and information.
• View the HireaHawk.com help video/tutorial on the main HireaHawk.com homepage.
• Use the live help feature if you have any questions!

HIREAHAWK.COM HOMEPAGE

EMPLOYERS
Search for employer contacts or organizations

MY INTERVIEWS
Keep track of your requested and scheduled interviews

CALENDAR
Upcoming events, info sessions and interview deadlines

EVENTS
Find upcoming workshops, fairs and other events

GETTING STARTED
Shows where you are at in the profile completion process - green check marks mean the section is complete

RECORD YOUR EXPERIENCE

INTERNSHIP REPORTING
• Affordable Housing and Community Development Internship (94%)
• Engineering Internship (94%)

USA CAREER GUIDES

GOINGGLOBAL
• GoingGlobal - search for international positions and companies
• View USA Career Guides

ACCOUNT CREATED

PERSONAL PROFILE

ACADEMIC PROFILE

PRIVACY SETTINGS

RESUME

FREQUENTLY USED
Most commonly used features in HireaHawk.com, such as:
• Scheduling an appointment
• Community involvement log
• Internship reporting
• Interviews/ Jobs you qualify for & more!

CURRENTLY LISTED JOBS & INTERNSHIPS

HireaHawk.com Jobs & Internships

CONDUCT A SEARCH

ADVANCED SEARCH

FILTERS

31 Jobs & Internships

GEORGE WASHINGTON UNIVERSITY - LAW SCHOOL

JUMP TO
Go directly to resources within HireaHawk.com:
• GoingGlobal - search for international positions and companies
• View USA Career Guides

ANNOUNCEMENTS
Look here for announcements specifically meant for you

Getting Together To Get Ahead Diversity Event

Scheduling an appointment

Community involvement log

Internship reporting

Interviews/ Jobs you qualify for & more!