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 HireHawk.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. Canceled 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—if you have questions call the Center at 319-335-1023.

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 HireHawk.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 HireHawk.com privileges for the remainder of the academic year.

INTERNSHIP REGISTRATION
(for 0 credit hour course & transcript notation)
1. Access your HireHawk.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 Experience.” Add a record for each semester that 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 HireHawk.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 HireHawk.com.
   • If it is 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 “I”, 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-rinehart@uiowa.edu.

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

COMMUNITY IN INVOLVEMENT L OG
You can now log your volunteer experiences using the Community Involvement Log in HireHawk.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 Your Experience on the right side when you log in.

®2013
GETTING STARTED

New Users - Current Students

1. Go to www.Hire Hawk.com and select Student log in. Enter your HawkID and password to continue to your account.

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 Hire Hawk.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.Hire Hawk.com and select Alumni Register/Log 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 Hire Hawk.com checklist for more tips and information.
- View the Hire Hawk.com help video/tutorial on the main Hire Hawk.com homepage.
- Use the live help feature if you have any questions!

Welcome, Hawkeye Student