SIPAlink STUDENT/ALUMNI GUIDE

Access the following website: www.myinterface.com/cusipa/student

New Users
- Go to ‘Click Here to Register’ link.
- Complete your profile.
- You do not need to upload your resume during the registration; however, you will need to upload it before you can apply for positions.

Returning Users
- Login to SIPAlink using your Username and Password.
- Update your profile by placing your cursor over My Account and select My Profile.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required files are marked with an asterisk (*).

NOTE: The more you provide in your profile, the better we will be able to assist you.

To Upload Your Documents
- Place your cursor over My Account and select My Documents.
- Click on the Upload File link.
- Click the Browse button to find your document.
- Select the correct document and name it.
- Click the upload button.

To Make an Advising Appointment
- Click on Make Appointment under I Want To
- Select the type of appointment, with an OCS adviser, or with a SIPA Career Coach, and then click on Search.
- Find a suitable appointment time with an adviser and click on the appointment time.
- This will confirm your appointment, and you will also receive a confirmation email to verify.
- To cancel an appointment, click on View My Activity under I Want To
- Click on the Appointments tab and select Cancel on the far right on the appointment line.

To Search for Employers
- Place your cursor over Employer Directory.
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current Employers.
- Click on the Employer Name to see the specifics about companies we work with.

Updated 7/17
To Search for Jobs and Internships

- Place your cursor over Full-time and Internship Postings and select Job Search.
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs and internships.
- Click on the Job ID to see the specifics of the position and how to apply.
- You can save your search by clicking “Save Search.” Or, you can select “Email me New Jobs for this Search.” This will save the criteria of your search and send you automatic updates when new jobs that meet the criteria are posted.
- By clicking on the “Add to Favorites” button next to the job, you are adding it as a favorite. If you wish to remove the job from your favorites, you may click on the “Remove from Favorites” button. To easily access your favorite jobs, click the “My Favorites” menu on the left toolbar.
- If there is a job you wish to e-mail a friend, you may click the “Email to Friend” button, located on the top right portion of the screen. Please keep in mind that only SIPA students and alumni will be able to log in and view full job profiles and application details.
- If you see an orange exclamation mark next to the position, it means that the employer is also hosting a presentation on campus. You can view the details of the event by clicking the exclamation mark.

On-Campus Recruiting and Career Events

Interview Schedules I Meet the Requirements for (Current Students Only)

- You will only be able to apply to schedules for which you qualify under the “On-Campus Recruiting Opportunities and Interview Schedules” menu.
- Place your cursor over “On-Campus Recruiting” and select “On-Campus Recruiting Opportunities and Interview Schedules.”
- Click on the “Schedule ID” icon to see the specifics of the position and how to apply. If this is a Preselect schedule, then you will be submitting a request to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.
- If you see an orange exclamation mark next to the position, it means that the employer is also hosting a presentation on campus. You can view the details of the event by clicking the exclamation mark.

View All Upcoming Interview Schedules (Current Students Only)

- You will be able to look at all current schedules in the system under the “View All Upcoming On-Campus Interview Schedules” menu, but you cannot apply or sign-up for these schedules. Go to “On-Campus Recruiting Opportunities and Interview Schedules” to apply or sign-up for a schedule.
- Place your cursor over “On-Campus Recruiting” and select “View All Upcoming On-Campus Interview Schedules”.
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the “Schedule ID” icon to see the specifics of the position.

Search for Career Events

- Click on the “Career Events” menu.
- Select a type of event you are interested in and click “Search”. You can enter in the name of an organization in which you are interested or simply perform a general search, which will list all upcoming events within the timeframe you specify.
- If you wish, you can select “Create Event Agent” after you have performed a search. You will then be automatically notified through e-mail when a new event is posted.
- To RSVP for an event, click the “Register for Event” button.
INTERVIEW TYPES

Screening Interview:
The screening interview does just that—screen out candidates whose qualifications don't meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else. Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

- Articulate your skills and what you accomplished at each previous job experience.

Second Interview:
Second round interviews are often more difficult to prepare for because their purpose is more subtle—to determine which candidates will best "fit" with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

- Ask questions about the work environment.
- This stage may also include reference checks and testing.

Case Study Interview:
Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

- You can usually ask relevant questions in your efforts.
- There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
- It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview:
In these interviews, the interviewer will ask you to talk about a real situation you've encountered and your response to that situation. A sample question could include, "Tell me of an incident when you failed," instead of a hypothetical question such as "How you would handle a mistake or failure?" The employer assumes this will be a good indicator of how you would handle situations in the future.

- Stay calm and answer the question as completely as you can, using the SAR formula as your guide:
  - S – What was the situation or problem that you were presented with?
  - A – What action did you take? (Specifically highlight the skills used.)
  - R – What were the results of your actions? (Be specific and quantify results when possible.)

Viewing Your Activity
- Place your cursor over “My Account” and select “My Activity”
- There are four types of activity that you can view:
  - "Referrals" track resumes that you have submitted to employers, that our office has submitted on your behalf as well as resumes that an employer has downloaded.
  - "Placements" are current job placements and details of those.
  - "Schedules" are The Schedule Activity that shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any "Preselect Activity" section.
  - "RSVPs" are the career events that you have currently signed up for to attend.