Using Pioneer Career Net to Register for Interviews
1. Login to your my.carrollu account

2. Click on the Departments Tab > Click Career Services > Locate Pioneer Career Net > Click Student Login

3. A new window will open.

4. On the home page of PCN, there will be a tab labeled “Interview Schedules”. Click “VIEW ALL Upcoming Interviews”.
5. The advanced search window will open. Click “Search” with no restricting terms to view all interview opportunities available.

A list of interviews will be generated. Click on the Schedule ID of job/internship opportunity that you are interested in interviewing for.

6. Click on the Job ID of the position you wish you interview for.
7. Additional information about the position will be displayed. Click “View Linked Interview Schedule”.

8. Some interviews may require that you upload a resume, cover letter, etc.... If specifications for the position are met, the option to “Sign Up” will display. Click “Sign Up”.

If you wish to sign up for this schedule, click on the Interview Date you prefer below and a list of available time slots will be displayed.

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Interview Date</th>
<th>Interview Location</th>
<th>Recruiter</th>
<th>Additional Interview Information</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/11/2011</td>
<td></td>
<td></td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

Timeline

- Allow Waiting List for Open Schedules: No
- Sign-up Open: 10/24/2011 12:00 PM
- Sign-up Closed: 11/3/2011 12:00 PM
- Current Signup Method: Sign-up Open
9. A schedule will appear. Click “Sign-up” next to the time which you would like to interview.

10. Any fields that are required will be marked with an asterisk. Documents previously uploaded to Pioneer Career Net will display in the drop-down menus. Select the proper documents, if needed, and then click “Sign Up”.
11. A pop-up will appear once your interview has been successfully scheduled.