

Teacher Interview Day Registration - Cheat Sheet

FIRST: Update your Profile!!

1. Under “**My Profile**”: Make sure ALL of your information is accurate and up-to-date! (Especially School Year, Graduation Month and Year, Major(s), and GPA) If any part of your profile is NOT correct, it may not allow you to sign up. If you would like to have your resume included in the search results by employers, you MUST select “Make Profile Public to Employers”.
2. Under “**My Documents**”: Be sure to upload your most current resume. Multiple resumes can be uploaded!

To search for a complete list of schools attending TID:

1. Click on “**Jobs**” across the top banner, and then Click on “**On Campus Interviews**”
 - a. You can also filter (Keyword: *TID*) or search by Interview Date (2/19/2020-2/19/2020)

To search for schools you qualify for:

1. Click on “**Jobs**” across the top banner
 - a. Type “*Teacher Interview Day*” in search box across the top and filter by clicking the “**Filters**” button and entering your major
2. Click on each job to review the job description (each “job” specifies what they are hiring for and what majors they are looking for).
3. **TIP**: Review the list of schools attending and “**Favorite**” those you want to interview with. You can quickly find them again when sign-ups open on Saturday.

To sign up for an interview using Gorillas4Hire/Handshake

1. Follow the instructions above for “Search for schools you qualify for” Locate your school of choice and click on the Job Title.
2. Click on “**Apply**”
 - a. **TIP**: Handshake will let you know if you do not meet the employer preferences. If you do not meet the qualifications, you can apply, but will not be allowed to select a time slot.
3. Click on “**Take Slot**” next to your desired interview time. You will need to select a resume to attach to this interview at this time.
 - a. **TIP**: Please review the “**Interviewer**” line – some schools have more than one schedule, and have different schedules for different buildings and/or jobs hiring for!

To cancel an interview you previously signed up for:

1. Under your name, select **“Applications”**
2. Select the Interview Schedule you wish to cancel
3. You will see the full schedule, you may:
 - a. **“Leave slot”** next to your scheduled time, if you want to cancel completely, or
 - b. **“Switch to Slot”** on another slot if you want to choose a new time

View/Print your entire schedule for TID:

1. Under **“Events,”** click on **“Calendar”**
2. Change view to **“Day”** and navigate to Wednesday, February 19, 2020
3. Print

If you need assistance, please contact:

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