

ULMER CAREER MANAGEMENT CENTER

# MOCK INTERVIEWS

SPRING 2017

**Interview with a recruiter and get feedback on your interviewing skills!**

**BY APPOINTMENT ONLY**

**FEBRUARY 28 1PM-5PM**

**MARCH 1 9AM-12PM**

**MARCH 2 9AM-5PM**

**MARCH 3 9AM-5PM**

**How to Schedule your Mock Interview using CareerTrak:**

- Log into CareerTrak using your ULink information:  
<https://uofl-ulmercenter-csm.symplicity.com/students/>
- Click on the “My Documents” tab and click “add new” to upload a resume here (this document will only be used for signing up for the mock interview and will not be given to your interviewer, so you may use a draft document). Uploading your resume to “My Documents” unlocks the system so you can sign up for a mock interview.
- Click on the Jobs, Co-ops, On-Campus Interviews (OCI) Tab and then CSM Jobs
- Search “Ulmer” in the search box and click submit
- Select the date of the mock interview you would like to schedule from the list of 4 dates. Look at the “application deadline date” on the right side to see the date of the mock interview.
- Click “apply” and select your preferred mock interview time, then click “submit”
- You will then receive a confirmation email confirming your application and interview date and time
- To view your scheduled time, click on the Home tab and Scheduled Interviews on the left side

**Contact us for more information**

[ulmer@louisville.edu](mailto:ulmer@louisville.edu) or 502-852-7756

[business.louisville.edu/careers](http://business.louisville.edu/careers)

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**#HireULBiz**