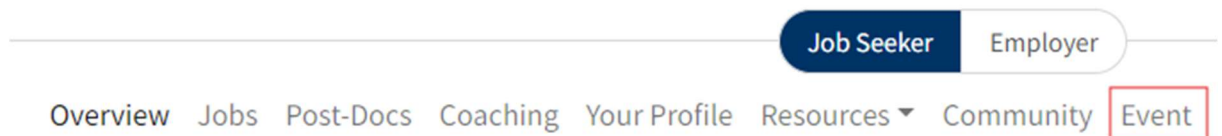


## Requesting / Scheduling Interviews

The key to a successful career center experience is to secure your interviews with potential employers prior to the event. Please review the information below to ensure that you have correctly requested interviews. Be patient as most employers secure space in July.

Participating employers have the option to either directly receive your interview request and schedule with you online **OR** direct you to their website to formally apply *PRIOR* to being considered for an interview. This depends upon the employment rules for each institution and instructions are typically posted within the job description. Have your application materials ready!

- Login to your [career center account](#) and select the Event tab:



- On the **Event** tab click the “*ATTEND THIS EVENT*” link to highlight your curriculum vitae so exhibitors can find you and contact you about interviews while attending the 2024 Annual Meeting Career Fair.



A screenshot of an event page for the "2024 AOM ANNUAL MEETING CAREER FAIR". On the left is a photo of a woman speaking at a podium. To the right, the event title is displayed. Below the title, there are two columns: "Date" (August 9th - 12th, 2024) and "Location" (Hyatt Regency Chicago, Exhibit Level, East Tower, Riverside Exhibit Hall). A paragraph of text encourages registration, stating that attendees can request interviews and have their resumes highlighted. At the bottom, there are two buttons: "ATTEND THIS EVENT" (highlighted with a red border) and "EVENT DETAILS".

- Under Event Links, click on the “**Event Jobs**” link.


- Set your calendar to reflect times you are NOT available to meet during the Annual Meeting.

**Registered Attendee**

**Event Links**

- [About this Event](#)
- [Attending Employers](#)
- [Event Jobs](#)
- [Unavailable Times](#)
- [Scheduled Interviews](#)
- [Message Center](#)

Spotlight Employer



**香港科技大學**  
**THE HONG KONG**  
**UNIVERSITY OF SCIENCE**  
**AND TECHNOLOGY**

[Hong Kong University of Science and Technology](#)

View All Attending Employers

## Unavailable Times

Please indicate below the times and dates that you are **UNAVAILABLE** for an interview. Hold CTRL key while clicking to select multiple times. Employers will be able to view your available times in order to schedule an interview. Scroll down to click the "Update/Confirm Scheduling" button to lock in your changes.

Times that are highlighted in **BLUE** designate scheduled interviews.  
No change will occur if **BLUE** times are selected.

Aug  
**10**  
Saturday

08:00 - 08:30 am

08:30 - 09:00 am

09:00 - 09:30 am

09:30 - 10:00 am

10:00 - 10:30 am

10:30 - 11:00 am

11:00 - 11:30 am

11:30 - 12:00 pm

12:00 - 12:30 pm

12:30 - 01:00 pm

01:00 - 01:30 pm

01:30 - 02:00 pm

02:00 - 02:30 pm

02:30 - 03:00 pm

03:00 - 03:30 pm

03:30 - 04:00 pm

04:00 - 04:30 pm

04:30 - 05:00 pm

05:00 - 05:30 pm

05:30 - 06:00 pm

06:00 - 06:30 pm

06:30 - 07:00 pm

07:00 - 07:30 pm

Aug  
**11**  
Sunday

08:00 - 08:30 am

08:30 - 09:00 am

09:00 - 09:30 am

09:30 - 10:00 am

10:00 - 10:30 am

10:30 - 11:00 am

11:00 - 11:30 am

11:30 - 12:00 pm

12:00 - 12:30 pm

12:30 - 01:00 pm

01:00 - 01:30 pm

01:30 - 02:00 pm

02:00 - 02:30 pm

02:30 - 03:00 pm

03:00 - 03:30 pm

03:30 - 04:00 pm

04:00 - 04:30 pm

04:30 - 05:00 pm

05:00 - 05:30 pm

05:30 - 06:00 pm

06:00 - 06:30 pm

06:30 - 07:00 pm

07:00 - 07:30 pm

Aug  
**12**  
Monday

08:00 - 08:30 am

08:30 - 09:00 am

09:00 - 09:30 am

09:30 - 10:00 am

10:00 - 10:30 am

10:30 - 11:00 am

11:00 - 11:30 am

11:30 - 12:00 pm

12:00 - 12:30 pm

12:30 - 01:00 pm

01:00 - 01:30 pm

01:30 - 02:00 pm

02:00 - 02:30 pm

02:30 - 03:00 pm

03:00 - 03:30 pm

03:30 - 04:00 pm

04:00 - 04:30 pm

04:30 - 05:00 pm

Update/Confirm Schedule

Undo Changes


Return to Calendar

- Select Event Jobs to review open positions. Once you have located a position you are interested in, click on the title of the listing – then click the **“REQUEST INTERVIEW”** button.

Search Results: 4 Jobs

Sort By ▾

[RSS](#) [Create Alert](#)



**Open Rank Tenure-Track Positions in Strategy/OB/HR at Zhejiang University**


Zhejiang University, School of Management  
Hangzhou, China

Featured! NEW!

**Open Rank Tenure-Track Positions in Strategy/OB/HR at Zhejiang University**

Zhejiang University, School of Management

[Save Job](#) [Expand](#)



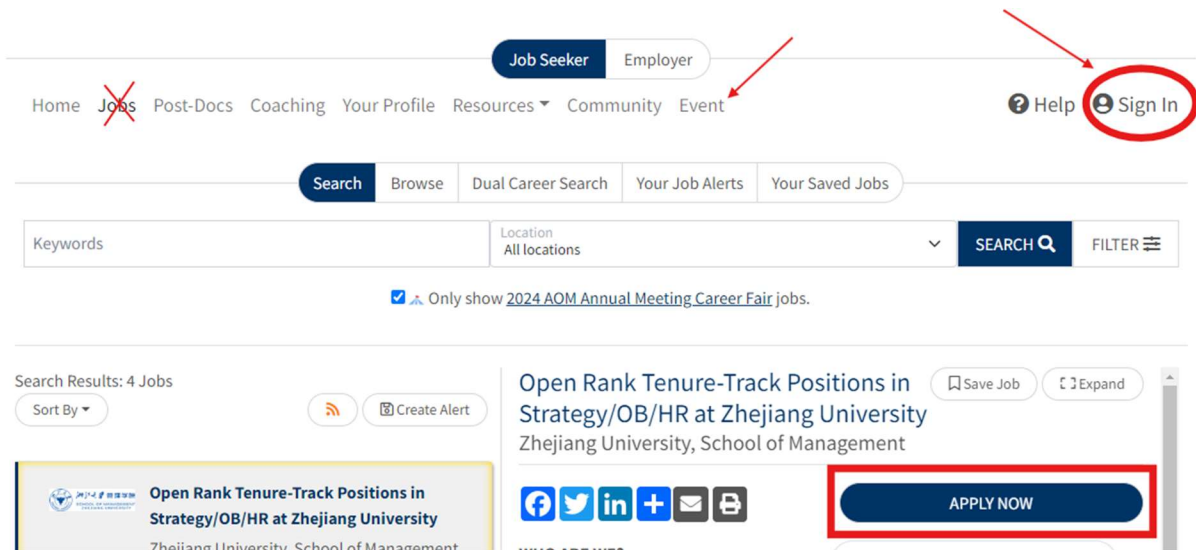
REQUEST INTERVIEW

**WHO ARE WE?**

Zhejiang University (ZJU) is located in Hangzhou, the capital city of Zhejiang Province (one of the most developed provinces in China). Hangzhou used to be

[You are requesting an interview at the 2024 AOM Annual Meeting Career Fair](#)

- IF the option says “APPLY NOW” you are NOT logged into the job board so be sure to take this step!



The screenshot shows the top navigation bar with 'Job Seeker' and 'Employer' tabs. Below it are links for Home, ~~Jobs~~, Post-Docs, Coaching, Your Profile, Resources, Community, and Event. A 'Sign In' button is circled in red. Below the navigation is a search bar with 'Keywords' and 'Location' fields, and a 'SEARCH' button. A checkbox option is visible: 'Only show 2024 AOM Annual Meeting Career Fair jobs.' The search results show 4 jobs. One job listing is highlighted: 'Open Rank Tenure-Track Positions in Strategy/OB/HR at Zhejiang University'. The 'APPLY NOW' button on this listing is circled in red.

- You will either be directed to their school's website to apply first OR be directed to Request an Interview. Briefly introduce yourself and let them know the best way to reach you.
- Attach any documents you would like the employer to review (either by uploading or checking the box beside previously stored documents) - click “Save & Continue.”
- Carefully review the information that you have composed on the next page – if satisfied click the “**Request Interview**” button.
- Your interview request has now been sent to the employer. If the employer would like to schedule the interview, they will designate a location and time which you will see at a later time in your “Messages” section on your “Overview” page – if you are good with the time, simply confirm and meet them at the Annual Meeting Career Fair at the designated date / booth / time in the Hyatt Regency.

**If you have any questions or need assistance, please contact us at 914.326.1815**