

### Step 1

Log onto GoldPASS → [www.goldpass.umn.edu](http://www.goldpass.umn.edu)

Update your profile. It determines if you are qualified for the interview



### Step 2

Go to On-Campus Interview tab.

Note: on-campus interviews are scheduled through Career Services.



### Step 3

View job description and submit required materials to on-campus interview in *GoldPASS* by the deadline listed.



### Step 4

On-campus interview closes for submissions by the deadline listed.



### Step 5

Employer selects candidates for interviews.



### Step 6

Candidate invited through email to sign up for interview in GoldPASS.

Note: Candidates not selected are notified by email



### Step 7

Sign up for an interview time or decline the interview by the deadline listed.



### Step 8

Prepare for the on-campus interview. Connect with Career Services



### Step 9

Attend on-campus interview.



You must have your resume uploaded & approved in GoldPASS to apply to on-campus interviews by your Career Services Office. Resumes are reviewed Monday–Friday during office hours. It can take 48-72 hours to receive a response with your resume. Additional revisions may be required before approval. Please plan ahead. If you signed up for an interview and need to cancel, it is our policy to have 48 hours notice. Last minute cancellations can suspend your GoldPASS account until an apology is sent.