



Instructions for Signing Up on Interview Schedules

- From the Career Services website (<https://www.udayton.edu/careerservices/hireaflyer/index.php>), click on Student Login and login using your University of Dayton username/password.
- Choose from the heading: On-Campus Interviews>Qualified Schedules
- Click on the schedule ID number on the left side of the job title.

For Open Interview Schedules:

- Click on **Sign-Up**.
- Scroll down to the available timeslots. Choose one by clicking on **Sign-Up**.
- Select the documents you want to submit. You should check the boxes for your résumé, your academic record and work/study calendar. Click **Sign-up**.
- Only sign-up on a **Waiting List** if there aren't any available timeslots on the schedule.

For Submit Interview Request Interview Schedules (Preselect):

- Click on **Request Interview**
- Select the documents you want to submit and **Request Interview**. (résumé, academic record and work/study calendar)
- Scroll down to view detailed job posting information and scheduling information.
- You will receive an e-mail concerning the status of your request; if you have been accepted, follow the directions For Open Interview Schedules above.

To print schedule: **My Account . . . My Activity . . . Schedules . . . Print Upcoming Interviews**

Instructions for Viewing/Signing up for Job Listings

- Login to **Hire a Flyer** using your University of Dayton username/password.
- Choose from the heading: **Job Listings>Co-op Jobs**
- A list of jobs that match the criteria listed in your profile will come up.
- To view the job information: Click on the **Job ID** to the left of the job title.
- Click on the **Submit Résumé** link at the top of the page.
- Click on the **Select Documents** link to attach your co-op résumé, your academic record and work/study calendar from your **Hire a Flyer** account. Click **Save**, then click **Submit**.

Co-op Work Reports

To view reports: Visit the HAF Resource Library.

- Login to Hire a Flyer using your University of Dayton username/password.
- Click on Resource Library on left side of page.
- Reports are stored alphabetically by company name.