



**Iowa College Recruiting Network**  
Connecting Iowa Students With Career Opportunities

## Spring Interview Day

**March 2, 2012**

West Des Moines, Iowa

William Penn University, West Des Moines campus

<http://recruitiowagrads.com>

**Full-Time and Internship Opportunities**

Sponsored by Grinnell College and the Iowa College Recruiting Network

### Step 1. Register

1. Go to <https://icorn-csm.symphlicity.com/students/index.php> and click on the Register button on the right
2. Your school email is your username and the registration password is "recruit." Complete the registration form and click "Submit."
3. After career center staff have approved your registration, you will receive an automatically-generated email with your **new password** and directions on how to login.
4. Complete your personal and academic profiles before you apply for positions.

### Step 2. Submit and Upload Your Resume and Unofficial Transcript

1. Log-in <https://icorn-csm.symphlicity.com/students/index.php> (enter your username and password)
2. Click "Documents" tab then click "Add New" button
3. Label the document (e.g., "Aerotek Resume" "Wells Fargo-Unofficial Transcript")
4. Select document type and then "Choose File" to browse and upload the document\*
5. Click "Submit" and your document will be uploaded and converted into a PDF used when you apply online  
*\*If you copy and paste from an on-line transcript, your document must be smaller than 200kb or it will not upload*

### Step 3. Review Positions and Submit Your Resume (Wed., February 1 until 4:00 p.m. on Wed., February 15)

1. Log-in <https://icorn-csm.symphlicity.com/students/index.php> (enter your username and password)
2. Click "Interviews I Qualify For" under the "LAND AN INTERVIEW" on the right side of your home page
3. Click on the position title to review the position description
4. Click on the "Apply" button on the right and follow instructions to apply separately to each position of interest (some employers may require you to apply online through their web site in addition to the ICoRN application)
5. Select your resume and other required documents to submit from the drop down menu and click "Submit"

### Spring Interview Day Fast Facts

Event: Friday, March 2, 2012 8:30 a.m.-4:30 p.m. William Penn University campus, West Des Moines, IA

**Student Registration Deadline:** 5:00 p.m. on Tuesday, February 14

**Student Resume Submission Dates: Wednesday, February 1 – Wednesday, February 15, 2012**

*(Employers review submitted resumes, pre-select students to interview, and note selections in CareerLink February 16-20)*

Pre-Select Interview Sign-Up Dates: February 21-24

(Alternate Interview Sign-Up Dates: February 23-24)

\* Interview sign-up is for students pre-selected by employers and is on a first come, first serve basis

### Step 4. Sign up for Interview(s) (February 21-24)

1. Log-in <https://icorn-csm.symphlicity.com/students/index.php> (enter your username and password)
2. From the homepage, click on "You may sign up for 1 interview(s)"
3. Click on the "Schedule Interview" button for each interview
4. Choose a timeslot (make sure your interview times do not overlap) and then click "Submit"

### Step 5. Rescheduling or Canceling Interviews

1. Log-in <https://icorn-csm.symphlicity.com/students/index.php> (enter your username and password)
2. Click on "Interviews" in the top menu
3. Click on "Scheduled Interviews"
4. Click on "Reschedule" to pick an alternate time, or click "Cancel" to cancel the interview

*\*If there is no option to reschedule or cancel, then the time period for doing so has expired. Please notify Valorie Larsson, Recruiting and Program Coordinator for the Iowa College Recruiting Network, at (515) 867-6890.*