

## How to View your Applicants on Eagle Careers

How to View Your Applicants on the Eagle Careers with an [Open Schedule](#)

- Log in: [https://www.myinterfase.com/unt\\_eaglenetwork/employer/](https://www.myinterfase.com/unt_eaglenetwork/employer/)
- Hover your mouse over “My Interviews”
- Click on “Schedule List”
- Click on the 4 digit number (the schedule ID) that corresponds with the interview date you would like to review.
- Click on the date listed under “Interview Date” which is under “Sessions” – this is about half way down the page
- Here you can view your interview schedule and all applicants.
- If you would like to print the resumes and/or have them emailed to yourself – CLICK the box at the bottom of the page “check to email packet to self”
- Click “Create Packet”
- *Please note that a packet with your schedule and all resumes will be printed and on your desk in your interview suite the morning of your arrival.*

How to View Your Applicants on the Eagle Careers with a [Preselect](#) or [Preselect Continuous Schedule](#)

- Log in: [https://www.myinterfase.com/unt\\_eaglenetwork/employer/](https://www.myinterfase.com/unt_eaglenetwork/employer/)
- Hover your mouse over “My Interviews”
- Click on “Schedule List”
- Click on the 4 digit number (the schedule ID) that corresponds with the interview date you would like to review.
- At top left hand of the page you will see a blue box labeled “Page Functions” – here you will CLICK “Manage Preselects #”
- From here you have several options
- If you would like to review resumes collectively, select the box next to each name, scroll to the bottom of the page, CLICK “check to email packet to self” CLICK “Create Packet”. This will email the resume book to yourself and you can then review all the resumes at once.
- If you would like to review the resumes individually CLICK the PDF icon next to each applicant in the column Submitted Documents.
- Once you have made your selections, you must click either “Accepted”, “Not Accepted” or in some cases you can select “Alternate” FOR EACH APPLICANT
- Once you have made a selection for each applicant, scroll to the bottom of the page and CLICK “Save Picks”
- Read the info on the pop up message and CLICK “OK” – this will likely need to happen twice
- Once the Request Period closes, double check to make certain there are no applicants that applied since you last screened them – if there are, repeat the above steps – if there are not, you can then reference the first set of instructions to check on how your schedule is filling in as students are selecting their interview times.
- *Please note that a packet with your schedule and all resumes will be printed and on your desk in your interview suite the morning of your arrival.*

