How to request an interview in ToroJobs

• First, log on to ToroJobs, using your DH username. Your password for ToroJobs is your six digit birthdate with no dashes, using just the last two digits for year.
• Once logged on, post your resume under “My Account” > “My Documents.” You can upload your resume from your flash drive or hard drive.
• Once your resume is posted, click on “On-campus Interview Schedules” in the menu bar on the top of the page. Then click on “Search” one more time.
• Click on the Schedule ID # for the job or internship for which you are applying.
• Then click on the Job ID # on the next page.
• Click on “View Linked Interview Schedule,” then “Request Interview.”
• You will be prompted to attach your resume to the request.

That’s it! You will be notified via Toromail if you have been selected for an interview. If you are selected, you will be given a link to select your timeslot.

If you have any questions about how to request an interview, call the Career Center at (310) 243-3625.

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