UT College of Pharmacy - P4 Interview Day
Sign Up Instructions

After logging into the University of Texas College of Pharmacy web-based registration system:

(https://utpharmacyce.learningexpressce.com/index.cfm?fa=view&eventID=13035)

Follow these steps to register for the P4 Interview Day:

1. Select the box “2018 P4 Senior Interview Day”
2. Select Register Now (Green Tab)
3. Select “I am a registered user” (if you have registered for PPS before) or select “I am a new user and will create my account.”
4. If you have registered before skip to step number 6.
5. If you are a new user, complete the following information in account information:
   a. First and last Name
   b. Employer/Organization
   c. Select profession
   d. Company Name
   e. Street Address
   f. Country
   g. State
   h. City
   i. Zip Code
   j. Phone number
6. Indicate any dietary restrictions in the Registration Questionnaire.
7. Complete the names of the representatives attending the P4 Interview Day (Please use a comma between representative’s names).
8. Select Agree to terms and conditions.
9. Select the drop-down box on how many representatives you will need:
   a. I am a (blank is the initial registration fee)
   b. Registration fee plus 1 additional table (You have registered for 2 tables)
   c. Registration fee plus 2 additional tables (You have registered for 3 tables)
10. Select payment information you would like to use (credit card or check)
11. Select Register (Gray box).
12. Ensure that you have received the verification email. If not received, please contact us at pharmdcareers@austin.utexas.edu. This also serves as your receipt.
The next step is to request an On-Campus Recruiting schedule via CareerPHOCUS at:


Follow these steps to register through OCR:

1. Select OCR (“On Campus Recruiting”) tab on left side of screen
2. Select request a schedule
3. Select Add new and complete the following:
   a. OCR Model: preselect or open
      i. This is in reference to pre-screening candidates (i.e. Preselect if prescreening candidates in your own employer platform)
      ii. If you have not already contacted the Student Affairs office regarding this, please be advised that we will not be able to accommodate this request after registration.
   b. Interview Date Choice 1: the pull down will default to Oct 19
      i. Please ignore date choices 2 and 3
   c. Time slot: indicate half day or full day interviews
   d. Number of Tables/Booths
      i. Please be advised that the three booths is the maximum allowed
      ii. Please be advised that each additional booth costs $250/per booth
   e. Location: Select the Frank Erwin Center
   f. Select 30 min in interview length
   g. Interviewer: please add the interviewer names who will be attending
   h. Allow multiple student interviews: Select yes if interviewing different regional positions
   i. Position Types: Select whatever fits the position
   j. Notes: Insert any relevant information regarding the position
   k. Auto Packet Generation: Select yes if you would like all packets automatically generated and sent or if you would prefer to complete manually
   l. Select Add Item under “Positions Recruited”
      i. Indicate Position Type and Title
      ii. Complete description of position
      iii. Select location of city if known or indicate if Nationwide
      iv. Enter salary level / hours per week as you deem necessary
      v. Check “Display Contact Information” if desired
      vi. Indicate selected documents require and details if desired
      vii. Select desired skills / work authorization
      viii. Indicate Class Level → P4 students
      ix. Do Not select Add Item at very end unless you wish to input multiple positions
   m. Once you have submitted, ensure that you have received the verification email. If not received, please contact us at pharmdcareers@austin.utexas.edu. The invoice for P4 Interview Day should be received within an hour of registration.