Setting Up Interview Schedules in Handshake:

Once you have posted a job to Handshake, you may want to request an interview schedule with applicants to easily allow students to sign up for interview slots.

Review a video walk-through of this process here.

How to Request an Interview Schedule:

1) **Click Interviews** in the left navigation bar
2) **Click the Request Interview Schedule** tab in the upper right corner, or in the middle of this page. You can also **click Request an Interview** from your **Home** page.
3) This will take you directly to the Basics tab, where you can fill out all the basic information for the Interview Schedule including:

- **School:** enter and select SUNY Potsdam
- **Contacts:** The interviewers from your program who will be present for the interviews.
- **Name:** Uniquely name the interview.
- **Description:** Describe the interview. Provide any information students might use to prepare for the interview including the format, the number of interviewers that will be present, etc. If you’ll administer a skills test or if you’d like the student to bring work samples to the interview, share that information here.
- **Only allow students to apply to one job attached to the interview schedule:** You can set this field for candidates only from one job to select slots for this interview. Leave it unchecked if you are using the interview schedule for more than one job posting.

4) Once all of the above information is filled out, click Timeline or Next from the tabs at the bottom of the page
5) This will take you to the Timeline page. **Select** the date you are interested in completing interviews.

- Once this information is added, **click Add Date**
6) Create interview slots by clicking the Enter Dates Directly button in the Timeline section.

7) Once your timeline is selected, select the time slots you would like to interview students in. You may also adjust the time slots after you create your interview schedule. See number 10.
8) Once you have selected your interview date, interview timeline, and interview slot template, **click Jobs** or **Next** from the tabs at the bottom of the screen to move forward.

- This will take you to the Jobs page for your Interview Schedule. From here you'll choose the job you would like to attach to this interview schedule. You have the option to:
  - **Create a New Job**: Use this option to create a new job and new details, requirements and qualifications.
  - **Copy Job Details**: Copy job details from an existing job. This will create a new job posting and will not import any job applicants.
  - **Use Existing Job**: Use this option to attach an existing job and its current applicants to the interview schedule. Only active jobs will be available here, no expired jobs will be an option to select.
- If you are not ready to post a position you can **click Remind me Later**, this option will send you an email four days before the **Apply Start Date** reminding you to post a position and attach it to the schedule. A job will need to be added by this time.
9) When you are ready to move on **click Review or Next** from the tabs at the bottom of the page.

- On this page, you will be able to review your interview dates and details and go back to any steps you would like to edit. **Click on Edit** towards the right of the section you’d like to edit to perform this action.
- When all looks good, **click on Request** at the bottom of the page to create and request your Interview Schedule.
- Your interview schedule will be automatically approved.
10) To add additional time slots or to adjust the time slots entered, you may go into the interview schedule at any time and click on the Timeline section.