

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.

The screenshot shows the 'On Campus Interviews' page in Handshake. The left navigation bar has 'Interviews' highlighted with a red box. In the top right corner, there is a 'Request Interview Schedule' button highlighted with a red arrow. The main content area shows a search bar and a table with columns for ID, Name, Job Titles, Applicants, Slots Taken, Selections, Type, Date, Rooms, and Status. Below the table, there is a message 'No interviews requested' and a 'Request Interview Schedule' button highlighted with a red arrow.

The screenshot shows the 'Home' page in Handshake. The left navigation bar has 'Home' highlighted with a red box. In the top navigation bar, the 'Request an Interview' button is highlighted with a red box. The main content area shows three buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. Below these buttons, there are sections for 'Jobs', 'Interview Schedule Postings', and 'Upcoming Events'. The 'Jobs' section shows four job listings with their status (Pending, Approved). The 'Interview Schedule Postings' section shows a message: 'You have not requested any on campus interviews yet.' The 'Upcoming Events' section shows one event: 'On Campus Event' on June 1st 2019 at 12:00 pm PDT. Below these sections, there is a section for 'Upcoming Career Fairs' with two listings: 'Spring Career Fair' on May 1st 2019 at 9:00 am EDT and 'Fall Career Fair' on May 7th 2019 at 11:45 pm PDT. A link 'View All Upcoming Career Fairs' is also present.

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.

The screenshot shows the 'Request Interview Schedule' form in the Basics tab. The form includes the following sections:

- What school would you like to interview at?** A dropdown menu with 'School...' selected. Below it, a note states: 'Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.'
- Who from your company will be attending this interview?** A text input field with 'Choose contacts...'. Below it, a note states: 'Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)'
- Interview Schedule Name** A text input field with 'Spring Internship Interviews'. Below it, a note states: 'Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.'
- Interview Schedule Description** A text input field with 'Students will meet with two interviewers for 20 minutes each back to back'. Below it, a note states: 'Any additional information about the schedule or your company you want to share with students and career services.'
- Only allow students to apply to one job attached to this interview schedule?** An unchecked checkbox. Below it, a note states: 'You can set this field once more than one job is attached to the schedule.'

At the bottom of the form, there are navigation buttons: '< Previous', 'Basics' (highlighted in blue), 'Timeline', 'Jobs', 'Review', and 'Next >'. A 'Cancel' button is also present on the left.

4) Once all of the above information is filled out, click Timeline or Next from the tabs at the bottom of the page

The screenshot shows the 'Request Interview Schedule' form in the Timeline tab. The form includes the following sections:

- What school would you like to interview at?** A dropdown menu with 'Rivendell University' selected. Below it, a note states: 'Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.'
- Who from your company will be attending this interview?** A text input field with 'x Zoe Delaney' and 'x Andrew Drumman' and a search prompt 'Type to filter results...'. Below it, a note states: 'Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)'
- Interview Schedule Name** A text input field with 'Summer Interview Schedule'. Below it, a note states: 'Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.'
- Interview Schedule Description** A text input field with 'OCI'. Below it, a note states: 'Any additional information about the schedule or your company you want to share with students and career services.'
- Only allow students to apply to one job attached to this interview schedule?** An unchecked checkbox. Below it, a note states: 'You can set this field once more than one job is attached to the schedule.'

At the bottom of the form, there are navigation buttons: '< Previous', 'Basics', 'Timeline' (highlighted in blue), 'Jobs', 'Review', and 'Next >'. A 'Cancel' button is also present on the left. Red arrows point to the 'Timeline' and 'Next >' buttons.

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**

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Request Interview Schedule

Manage Request Interview Schedule

Week of Monday, April 15th

Monday, April 15th 2019 100 available rooms

Tuesday, April 16th 2019 100 available rooms

Wednesday, April 17th 2019 100 available rooms

Thursday, April 18th 2019 100 available rooms

Friday, April 19th 2019 100 available rooms

Saturday, April 20th 2019 100 available rooms

Refresh

Review Selected Interview Dates

No dates have been selected yet. Select which dates you will be interviewing on campus by using the calendar above.

Room availability shown is subject to change as other users request interview schedules. Use the refresh button to get the latest availability.

Cancel < Previous Basics Timeline Jobs Review Next >

Add a Date

* Date 2019-04-19

Alternate Date 2019-04-26

If there is another date that works with your schedule please include it here. The career center will choose which date works best at the university.

* Requested Room Count 2

Cost Per Room: \$5,000.00

How many rooms will you need on this date? Only request rooms that you know you will need.

Details Two reviewers, one in each room

If you have any extra details about what the rooms will be used for (especially if more than one room is needed), leave those here for the reviewer. For example "Two reviewers, one in each room".

Cancel Add Date

6) Create interview slots by clicking the **Enter Dates Directly** button in the Timeline section.

← Week of Monday, August 12th →

Monday, August
12th 2019

Tuesday, August
13th 2019

Wednesday,
August 14th
2019

Thursday,
August 15th
2019

1 room
requested

Friday, August
16th 2019

Saturday, August
17th 2019

Review Selected Interview Dates

August 16th 2019 (1 Room) x

Choose Your Preferred Timeline → **Enter Dates Directly**

Room Only Interview
Use this option if you just want to reserve a room, but you want to build your own interview schedule. This will give students 30 days to apply for your position in Handshake, please let us know if you would like to adjust that by reaching out in the comments section.

Preselect to Alternate - 30 Day Student Application Period
If you are interested in managing your applicants in Handshake please use this option. Primary and alternate student choices are selected after the application period. Primaries are allowed to sign up before alternates.

Choose Your Preferred Timeline
[Choose a Different Timeline](#)

Type:

Room Only

Open

Preselect Continuous

Preselect

*** Apply start**

📅

The date when students may start to apply.

*** Apply end**

📅

The date when students may no longer apply.

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.

Select Your Interview Slot Template

Back to Back 30 Minute Schedule
9:00 Am - 5:00 Pm Average Of 60 Minutes Each
This slot configuration contains 7 slots that are 60 minutes each from 9:00 am - 5:00 pm. Also included is a one hour lunch at 12:00pm. Students will need to be instructed to switch half way through their interview. The number of rooms requested should be an even number to print back to back schedules.

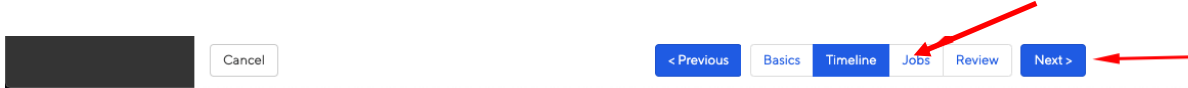
Full Day 20 Minute Schedule
9:00 Am - 5:00 Pm Average Of 20 Minutes Each
This slot configuration contains 19 slots that are 20 minutes each from 9:00 am - 5:00 pm. Also included are two 10 minute breaks (10:40 - 11:00am, 3:20 - 3:40pm) and one hour for lunch at 12:00pm.

Full Day 30 Minute Schedule
9:00 Am - 4:50 Pm Average Of 30 Minutes Each
This slot configuration contains 16 available slots that are 30 minutes each from 9:00 am - 4:50 pm. Also included are two 10 minute breaks (10:30 - 10:40am, 2:40 - 2:50pm) and one hour for lunch starting at 12:10pm.

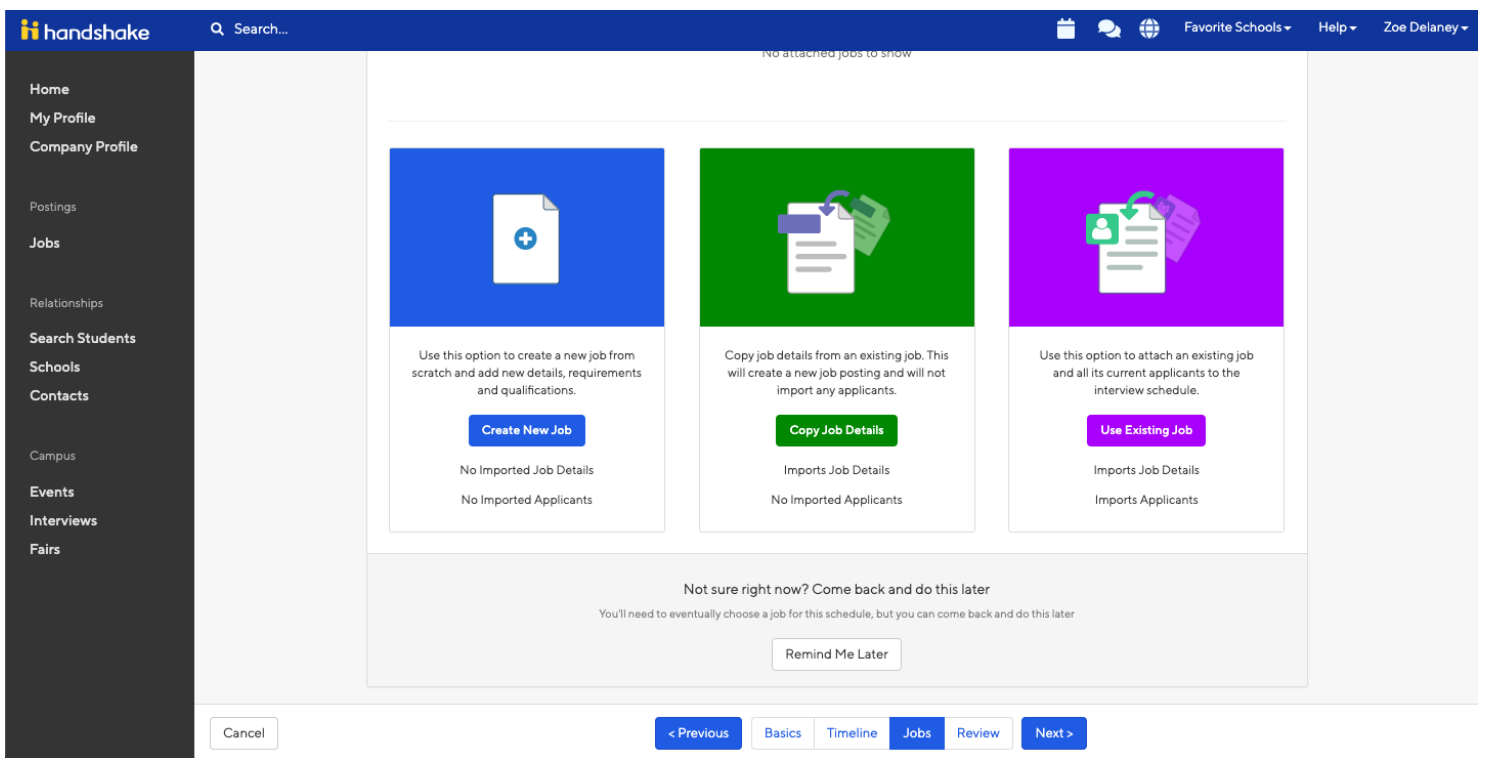
Full Day 40 Minute Schedule
9:00 Am - 5:00 Pm Average Of 40 Minutes Each
This slot configuration contains 10 available slots that are 40 minutes each from 9:00 am - 5:00 pm. Also included are two 10 minute breaks (11:00 - 11:10am, 2:50 - 3:00pm) and one hour for lunch at 11:50pm.

Full Day 60 Minute Schedule
9:00 Am - 5:00 Pm Average Of 60 Minutes Each

- 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.



Use Existing Job



Use this option to attach an existing job and all its current applicants to the interview schedule

Import

9) When you are ready to move on **click Review or Next** from the tabs at the bottom of the page

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Cupcake Decorator Full-Time Job | Scranton, Pennsylvania Edit Remove

Home My Profile Company Profile Postings Jobs Relationships Search Students Schools Contacts Campus Events Interviews Fairs

Use this option to create a new job from scratch and add new details, requirements and qualifications. **Create New Job** No Imported Job Details No Imported Applicants

Copy job details from an existing job. This will create a new job posting and will not import any applicants. **Copy Job Details** Imports Job Details No Imported Applicants

Use this option to attach an existing job and all its current applicants to the interview schedule. **Use Existing Job** Imports Job Details Imports Applicants

Not sure right now? Come back and do this later
You'll need to eventually choose a job for this schedule, but you can come back and do this later
Remind Me Later

Cancel < Previous Basics Timeline Jobs Review Next >

- 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.

handshake Search... Favorite Schools Help Zoe Delaney

Request Interview Schedule Manage Request Interview Schedule

✓ Interview with Rivendell University Edit
This interview is with **Rivendell University**
The interview will be displayed to students with the name of **Sprinkle Dreams - Summer Interview Schedule**.

✓ 1 Date Selected Edit
April 19th 2019 (2 Rooms)
Total Cost \$10,000.00


✓ Room Only Interview Edit
Apply Start: March 16th 2019 at 12:00 am EDT
Apply End: April 15th 2019 at 11:59 pm EDT


✓ 1 job associated to this interview Edit
Students will apply to this interview through associated jobs. Students who meet the individual job's qualifications are allowed to apply.
Cupcake Decorator



Cancel < Previous Basics Timeline Jobs Review Next > Request

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.





August 16th 2019 

Rooms you have assigned:  None

Group By:  Room  [Bulk Edit Slots](#) [Bulk Remove Slots](#)

<input type="checkbox"/>	Time	Student	Interviewer	Room	Checked In?	Swap Requests	Break?
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No interview slots have been added to this interview schedule yet. Start by applying a template or adding slots manually.

[Apply Requested Template \(Full Day 30 Minute Schedule\)](#)  Length in Minutes  [Add Slot](#)

Related Jobs

No Jobs Attached

[Attach a Job](#)

Interview Schedule was successfully created.