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:

- o **School:** enter and select **SUNY Potsdam**
- o **Contacts**: The interviewers from your program who will be present for the interviews.
- o **Name:** Uniquely name the interview.
- o **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.
- o **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.

| ← | 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)   ✕

| 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

| yyyy-mm-dd h:mm am/pm | 🗓 |

The date when students may start to apply.

* Apply end

| yyyy-mm-dd h:mm am/pm | 🗓 |

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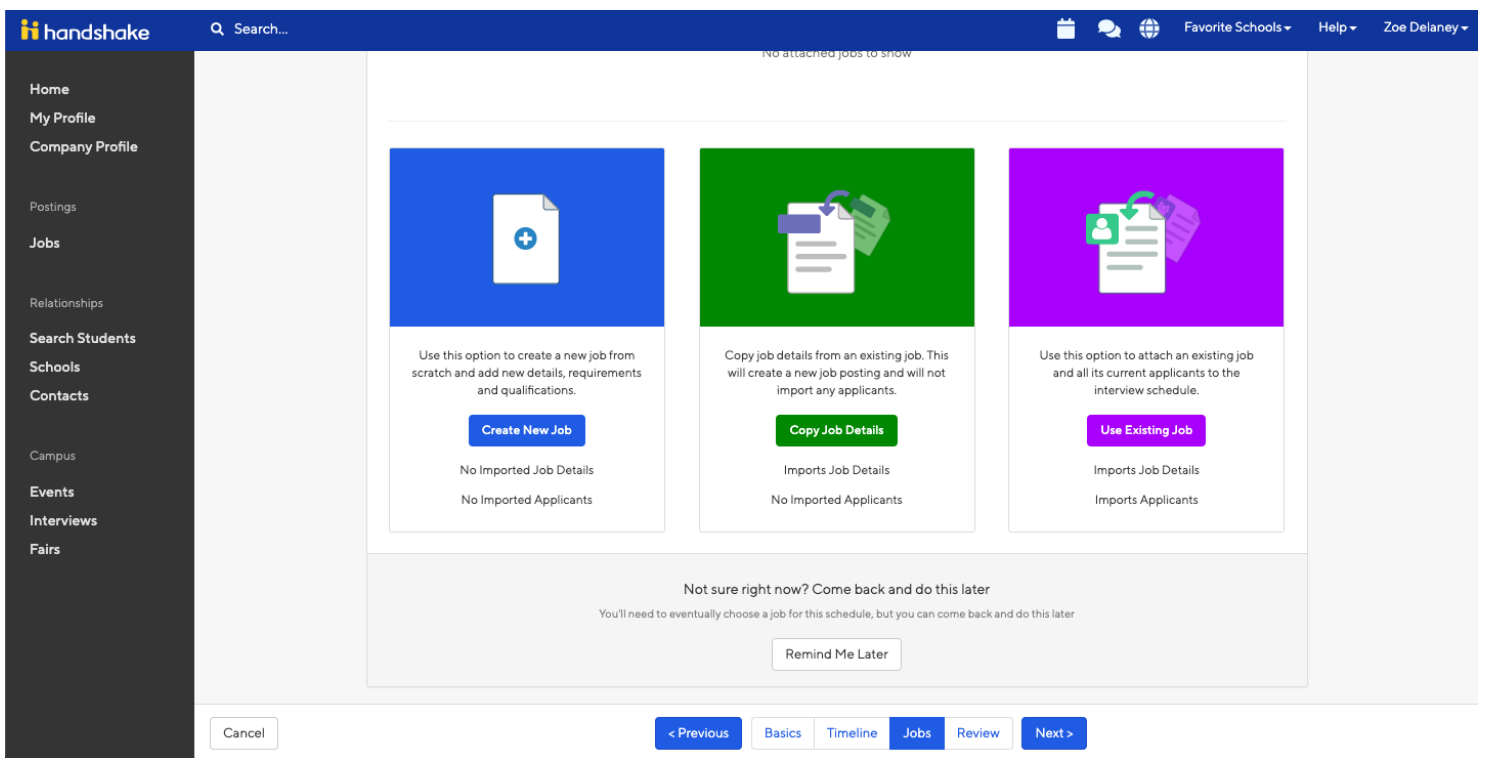
Full Day 40 Minute Schedule
○ **9:00 Am - 5:00 Pm   Average Of 40 Minutes Each**
This slot configuration contains 10 available slots that are 40 minutes each from 9:00 am - 5:00 pm. Also included are two 10 minute breaks (11:00 - 11:10am, 2:50 - 3:00pm) and one hour for lunch at 11:50pm.

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.
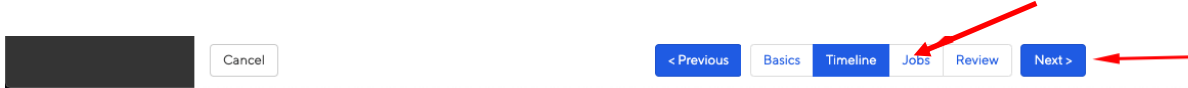
- This will take you to the Jobs page for your Interview Schedule. From here you'll choose the job you would like to attach to this interview schedule. You have the option to:
    - o **Create a New Job:** Use this option to create a new job and new details, requirements and qualifications.
    - o **Copy Job Details:** Copy job details from an existing job. This will create a new job posting and will not import any job applicants.
    - o **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.

| < Previous | Basics | **Timeline** | Jobs | Review | | Next > | **Save Changes** |

August 16th 2019 ✏

Rooms you have assigned: ❓ None

Group By: ↓≡ Room ▾   **Bulk Edit Slots**   **Bulk Remove Slots**

☐	Time	Student	Interviewer	Room	Checked In?	Swap Requests	Break?

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.