handshake

Employer Guide:
Interview Schedules

Interview Overview

Types of Interviews

    Room Only: A room will be reserved in Handshake but the slots will be managed outside of Handshake. You can select students for this interview schedule but they will not be able to take slots in Handshake.

    Open: Specify an application period where if students meet the qualifications set on the interview they can take slots. The students will be able to take a slot immediately after applying.

    Preselect Continuous: Specify an application period in which students that pass the specified qualifications and are manually selected can take slots. Students will receive notification immediately when they can take a slot.

    Preselect: Specify an application period and a signup period. The selection of primary and alternate student choices occurs after the application period. Primary candidates can sign up before alternate candidates.

Interview Status

In Handshake, students will be able to keep track of the status of their application in the applications section. **They will not receive any notifications within or outside of Handshake when their application receives an update.**

Application Status Definitions:

    Submitted: This application is still pending for the interview schedule.

    Primary: Chosen as a primary candidate on an interview schedule in Handshake.

    Alternate: Chosen as an alternate candidate on an interview schedule in Handshake.

    Hired: Marked by the employer or career services center as hired for a job posting or interview schedule in Handshake.

    Declined: Marked by the employer or career services center as declined for a job posting or interview schedule in Handshake.

How do I post an Interview Schedule?

Once you have posted a job to a school, you may want to request an interview schedule on campus. This article will walk you through the steps of requesting an interview at a school in Handshake.

[Review a video walk-through of this process here.](#)

1. **Click** *Interviews* on the left navigation bar
2. **Click** the *Request Interview Schedule* tab in the upper right corner
3. Fill out the basics section of the form

- **School:** The school where you are requesting the interview schedule.

  Note: You will only be able to choose from schools that have given you approval, and those schools must be in their interview period. If you'd like to interview at a school that does not appear in your drop-down list of available schools, read How do I request access to a school? to learn more about how to get approved at additional schools
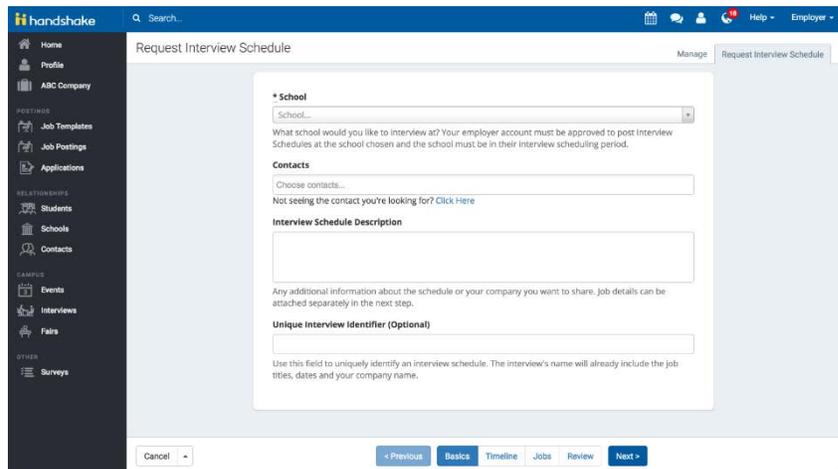

- **Career Center:** Learn more here

- **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.

- **Contacts**: The interviewers from your company who will be present for the interviews. Note: You're welcome to include staff members at your company who do not have a Handshake profile.

1. Click **Timeline** from the steps at the bottom of the screen

2. Select the date you are interested in interviewing on campus. You also have the option to list an alternate date if you wish, in case the first date is not available at that school. You will then be asked how many rooms you would like to reserve on that day

   Note: The school may have a limit set on the number of rooms you can request, they may also limit which dates are available for interviews. If you have any questions about

   availability you can reach out to the career center on the comments section on their school page.
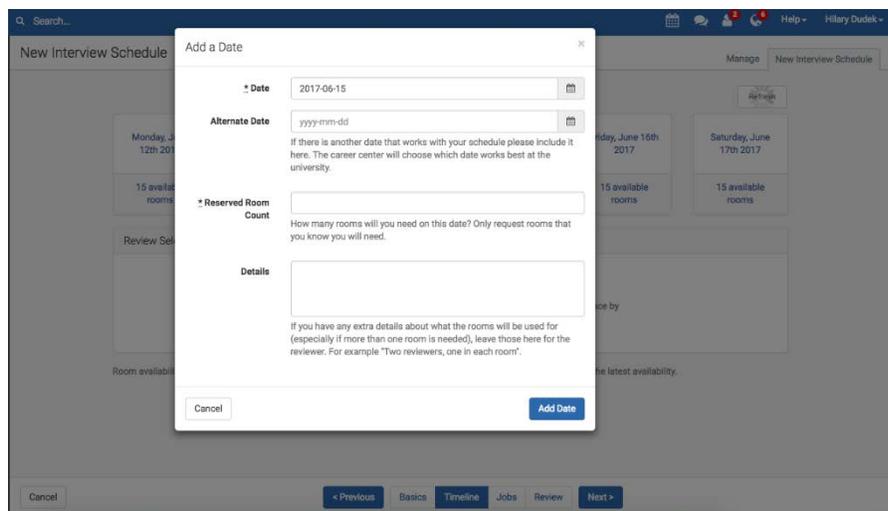
3. If the school you're working with hasn't provided an interview Timeline template, create one yourself by clicking the Enter Dates Directly button in the Timeline section. Use one or more of the following options to create a timeline of how students can sign up for interview slots.

- **Room only:** In this period of time, you'll have the room reserved from the school, but you will not be using Handshake to sign students up for specific interview slots.

- **Open:** During an "Open" period, any student who meets the specified job or interview qualifications has permission to reserve an interview slot (without manual approval).
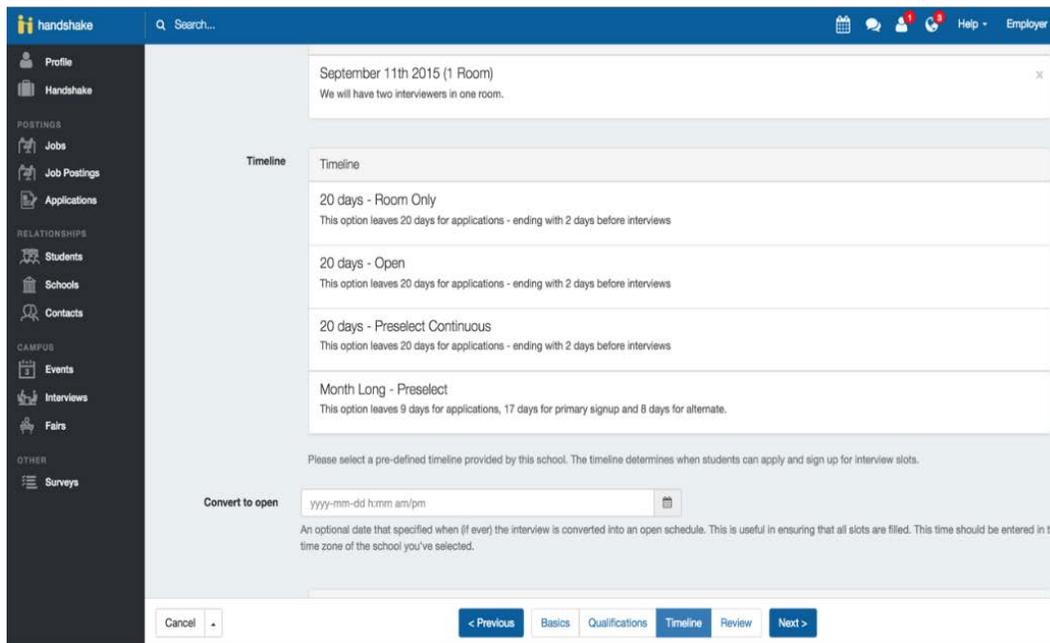

- **Preselect Continuous:** During a Preselect Continuous period, students who meet the specified qualifications must also be manually approved (by your company) before being allowed to take slots. There is no differentiation between "Primary" and "Alternate" candidates and all qualified candidates have access to the interview schedule at the same time.

- **Preselect:** During a Preselect period, you will define an application period and separate interview signup periods for Primary and Alternate candidates. After the application period has ended, you will select Primary and Alternate candidates from the students who applied. Candidates you designate as "Primary" have permission to sign up any time after the primary signup start and candidates you designate as "Alternate" have permission to sign up any time after the alternate signup date. This helps ensure that your most promising candidates are able to find an acceptable interview slot

4. Select the time slots you would like to interview students in. These are time slots that the university you are interviewing at has approved.
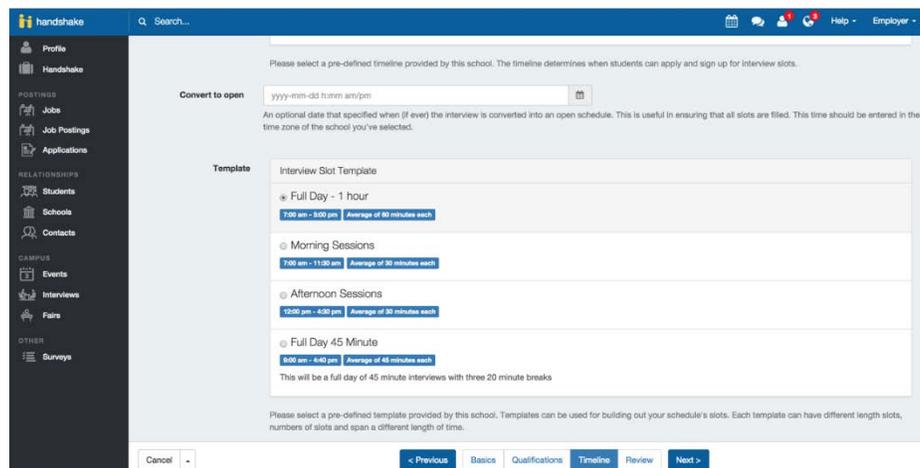
5. Once you have selected your interview date, interview timeline and interview slot template you can move to the next step which is **Jobs**

6. 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

7. When you are ready to move on select **Review** from the bottom tabs

8. Review your interview dates and details and go back to any steps you would like to edit

9. Select **Request**

10. Your interview schedule will now be sent to the university you selected in the Basics section. Depending on the permissions you have at the school, the interview will be automatically approved or it will go into a pending status at the university. You will receive notification when someone approves or denies your schedule. To learn more about the roles a school can assign, read What are the list of permissions a school can assign?
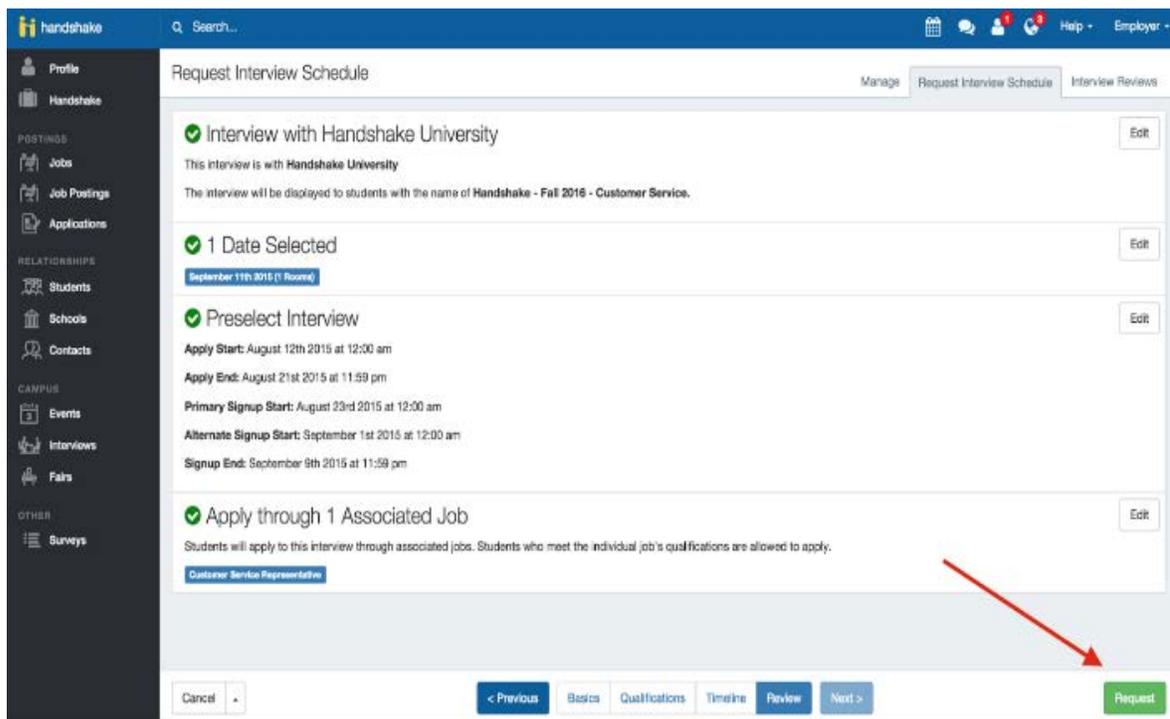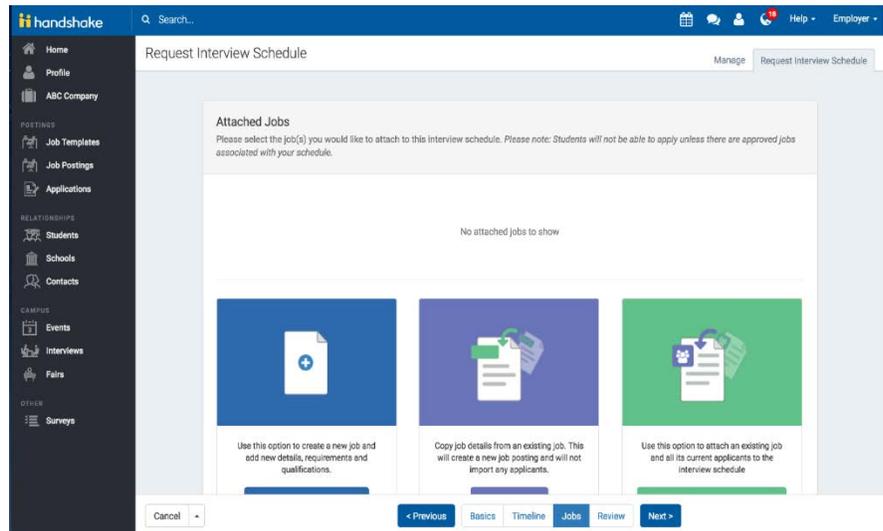
How Do I Manage Applicants for My Schedule?

You've received approval for an interview schedule at a school, and have started receiving applications. Great! Now what? This article will tell you how to manage your applicants for your preselect interview schedule.

Note: To learn how to request an interview schedule at a school, click here.
*Note:* To learn more about the different types of interviews in Handshake, click here.

First, you'll need to get to your list of applicants:

1. Click **Interviews** on the left hand navigation bar

2. Click on the name of the interview you'd like to view applicants for. You'll then go to the interview's details page.
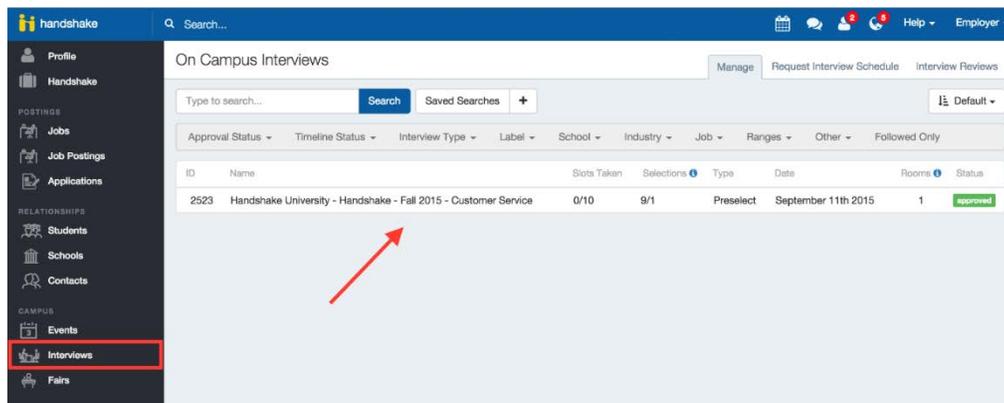
3. Click the **Applicants** tab in the top right corner of the page to go to the Applicants overview page.
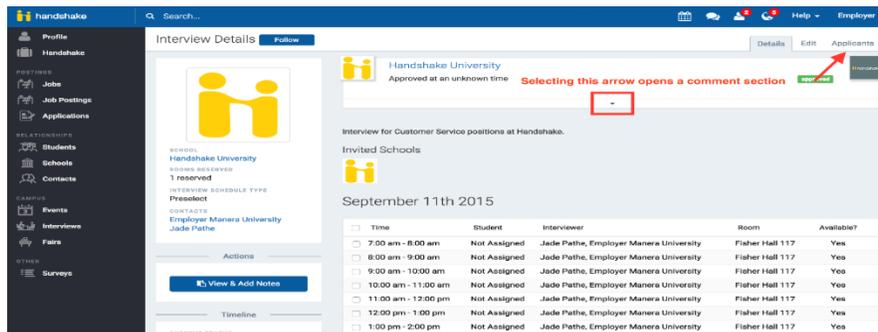

Now you're ready to start taking actions on your applicants. From here, you can:

- Filter the list of applicants so you can view them by your specified attributes

- Perform "Bulk Actions" on multiple applicants at the same time

- Perform actions on individual students

- Select candidates to interview

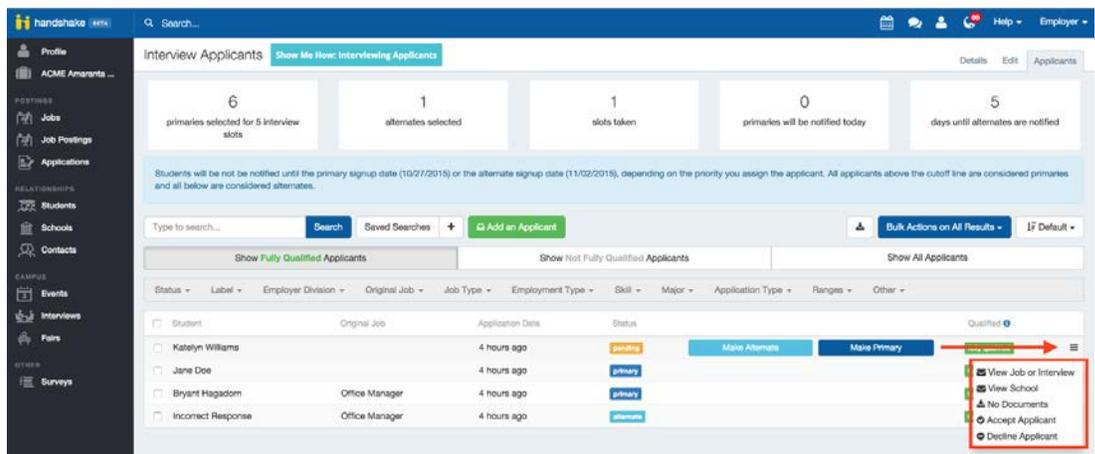- Designate selected applicants as "primary" or "alternate"

We will take a look at the "Bulk Actions," designed to help you act on multiple applicants at the same time.

1. First, check the checkbox next to each of the applicants you'd like to take action on. (To check all of the applicants, check the **Student** box at the top of the list). You may want to use filters to narrow your list of visible applicants.

2. Next, click the **Bulk Actions on All Results** button to display the actions you can take. They are:
    o **Add label:** You can tag your current applicants with a descriptive label (e.g., "Early Applicants"). Later you'll be able to search your entire applicant pool by any labels you apply.
    o **Remove Label:** If you've previously added labels you'd like to remove, you can do so here.
    o **Download Application Packages: PDF or Zip**
    o **Decline Applicants:** Decline these candidate(s) for this position. (*Note:* the declined applicant will *not* be notified of this action. If you'd like to follow up personally, you'll need to do so manually.)
    o **Mark Applicants as Primary:** Select the candidates as primary candidates. At the top of the page you can view how many days until the primary candidates are notified and able to take slots.
    o **Mark Applicants as Alternate:** Select the candidates as alternate. At the top of the page you can view how many days until the alternate candidates are notified and able to take slots.
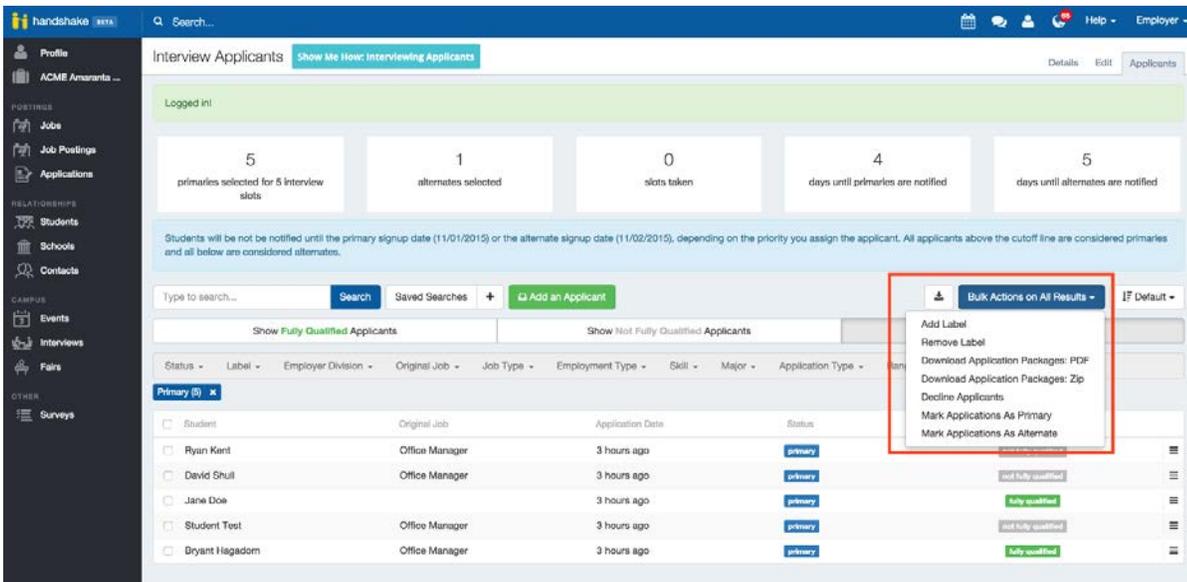
Now, let's look at other actions you can take with individual students:

1. Click the list (or "hamburger") menu icon at the far right side of any applicant in your list. Depending on the applicant's current status, you'll see some or all of the following actions:

- **View Jobs or Interview:** Open the interview that this student applied for.
- **View School:** Opens the school's page, where you can view your current roles and details about the school.
- **Download Documents:** Download documents the student has added to this interview schedule.
- **Accept Applicant:** Accept the candidate for this position.
- **Decline Applicant:** Decline the candidate for this position. (*Note:* Handshake will *not* notify the declined applicant of this action. If you'd like to follow up personally, you'll need to do so manually.)

2. To view the details of a student's application, click on his or her name from the list.

3. To select a student to interview you will need to click **Make Alternate or Make Primary** next to his or her name, this will their status in the status column

4. Remember you can always filter by status to see the students who are primary and alternates.

5. Once a student has signed up for a slot in the schedule you will see their status change to **Slot Taken.** This makes it easy to analyze which students still need to sign up for an interview slot.

How do I download the applicants for an interview schedule?

If you would like to download a CSV of your interview applicants please follow these steps.

1. Click **Interviews** on the left hand navigation bar

2. Select the interview you are interested in

3. Select **Applicants** from the tabs in the top right corner of the page

4. Filter to the group of students you are interested in or place a check mark next to the students you would like to download

   o Note: If you leave all the candidates unchecked it will download results across multiple pages

5. Click the download icon located next to the **Bulk Actions on All Results**
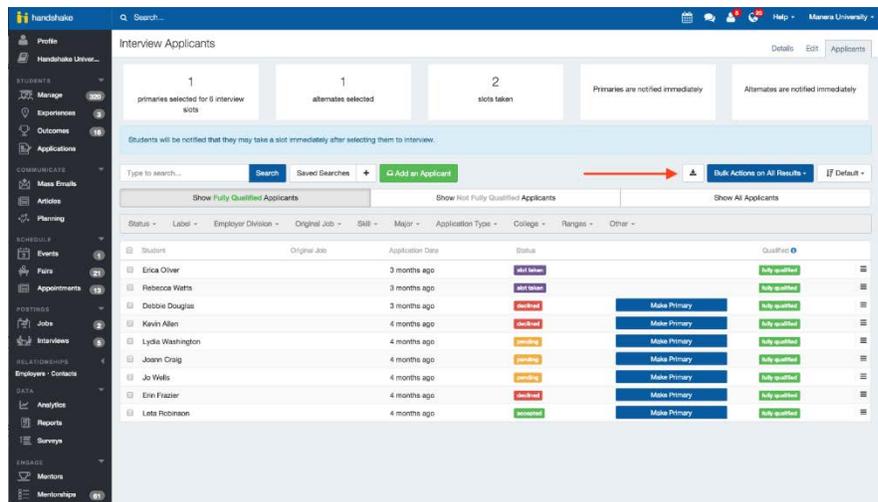
How do I add a job to an Interview Schedule?

In order for students to apply to your interview schedule, you will need to attach at least one job before the **Apply Start Date.** If you have received a notification about adding a job to your interview schedule or you have posted a job that you would like to attach to an existing interview schedule you can follow these instructions to add it.
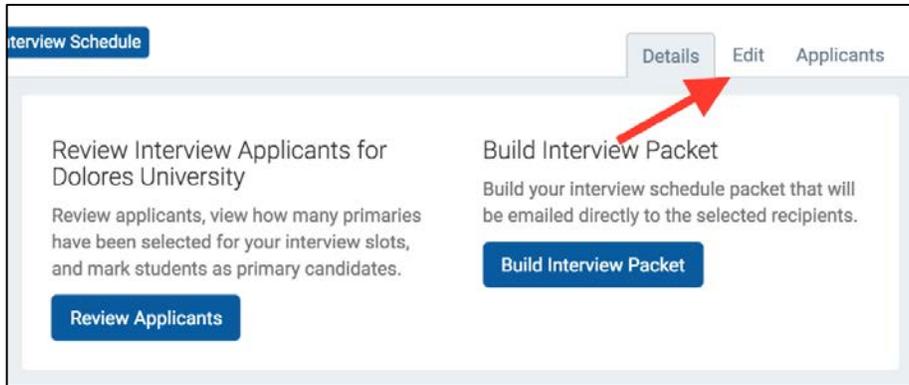
1. Navigate to the **Interviews** tab
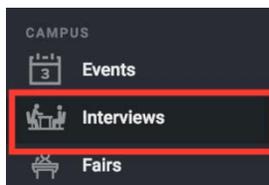
2. Select the interview that you would like to attach a job to

3. Click **Edit** in the top right corner of the screen

4. Select **Jobs** from the steps at the bottom of the screen

5. Select from the options how you would like to add a job to your schedule

   - **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.
   - Learn more about posting jobs in Handshake here
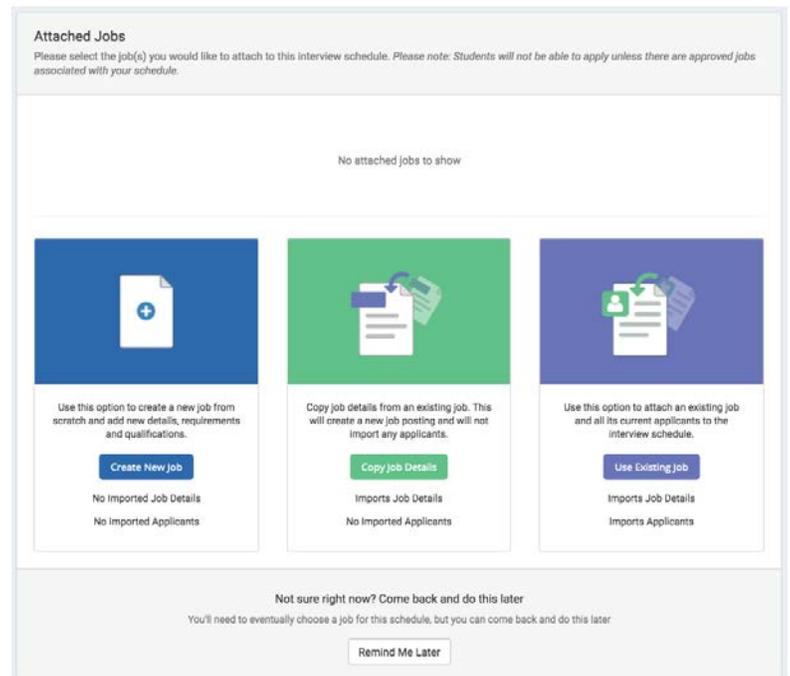
6. Once you see your job(s) attached at the top of the page you can click **Save**

7. **Changes** in the bottom right corner of the page

Students will now be able to apply to your interview schedule through the associated jobs
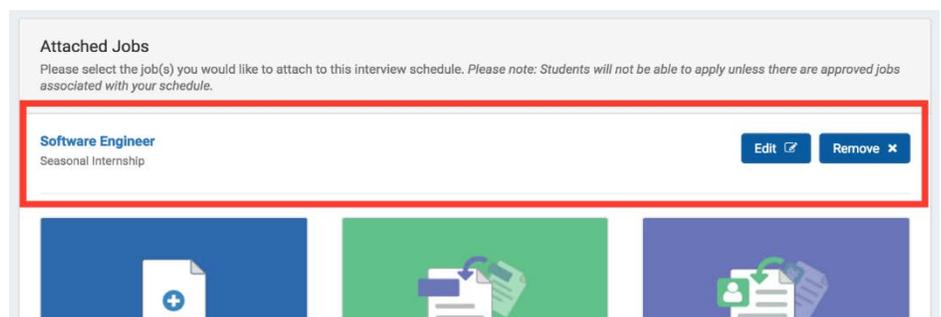
Can I make interview selections after the Employer Deadline date?

If you have an **employer deadline date** set on your schedule you **can** make candidate selections after that date. You should make your selections by the employer deadline date so universities can review your selections and make any necessary adjustments to your schedule.

Note: You will receive a reminder four days before the **Employer Deadline** date that your selections are due in four days