

# HOW TO CREATE AN ON-CAMPUS INTERVIEW SCHEDULE

Once you have posted a job to a school, you may want to request a virtual interview schedule.

1

## LOG INTO YOUR HANDSHAKE ACCOUNT AND SELECT REQUEST AN INTERVIEW

The screenshot displays the Handshake user interface. At the top, there is a dark blue header bar with icons for a calendar, messages, and a profile. Below the header, there are three main action buttons: 'Post a Job', 'Request an Interview' (which is highlighted with a yellow border), and 'Create an Event'. Each button has a plus icon and a right-pointing arrow. Below these buttons, the interface is divided into three columns. The 'Jobs' column on the left lists four job postings, each with a BYU logo, a title, and an 'Approved' status. The 'Interviews' column in the middle lists five interview requests, each with a BYU logo, the name 'Brigham Young University', and an 'Approved' status. The 'Upcoming Events' column on the right lists five events, each with a BYU logo, a title, and a date and time. The 'Request an Interview' button is the first step in the process of creating an on-campus interview schedule.

Jobs	Interviews	Upcoming Events
<b>Fake Software Job</b> Approved June 22 at 5:23pm <b>Approved</b>	<b>Brigham Young University</b> Approved about 1 hour ago <b>Approved</b>	<b>FAKE EVENT RXT</b> June 24th 2020 at 1:00 pm
<b>Fake Business Intel</b> Approved June 22 at 5:52pm <b>Approved</b>	<b>Brigham Young University</b> Approved about 2 hours ago <b>Approved</b>	<b>Test - Will #6: Communications, Education, Health Professions, Humanities &amp; Languages</b> June 23rd 2020 at 3:00 pm
<b>FAKE Job</b> Approved about 2 hours ago <b>Approved</b>	<b>Brigham Young University</b> Approved June 23rd 2020 at 9:16 am <b>Approved</b>	<b>TEST BY WILL RXT</b> June 17th 2020 at 1:00 pm
<b>Fake Job #2</b> Approved about 1 hour ago <b>Approved</b>	<b>Brigham Young University</b> Approved June 22nd 2020 at 5:54 pm <b>Approved</b>	<b>Test - Will #4 ENGINEERING AND DATA</b> June 22nd 2020 at 2:55 pm
	<b>Brigham Young University</b> Approved June 22nd 2020 at 5:52 pm <b>Approved</b>	<b>test - Will #5 Computer Science, Information Systems &amp; Technology, Engineering, General Studies</b> June 23rd 2020 at 2:00 pm

# 2

## GO THROUGH AND FILL OUT INFORMATION FOR INTERVIEW

### Request Interview Schedule

Manage Request Interview Schedule

#### \* What school would you like to interview at?

Brigham Young University

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

#### \* Career Center

BYU Career Services-Main Career Center

If you are unsure select the most general career center and the school will send it to the correct location.

#### Who from your company will be attending this interview?

Choose contacts...

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

Spring Internship Interviews

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

Students will meet with two interviewers for 20 minutes each back to back

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?

You can set this field once more than one job is attached to the schedule.

Under "What school would you like to interview at select "Brigham Young University".

For Career Center choose "BYU Career Services-Main Career Center".

Type your contacts here.

Name your interview schedule

Under "Interview Schedule Description" add a description of your interviews and your contact information

# 3

## CLICK NEXT, THEN FILL OUT THE TIMELINE TAB FOR YOUR INTERVIEW SCHEDULE

Select date of interview

A pop-up tab will open

Under "Date" select the date of the interview using the calendar icon.

Fill in your requested room count.

Click "Add Date" button to confirm

Search...

Favorite Schools Help

**Review Selected Interview Dates**

June 24th 2020 (1 Room)

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

**Choose Your Preferred Timeline**

☐ 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.

☒ Open  
During an "Open" period, any student who meets the specified job or interview qualifications is allowed to reserve an interview slot (without manual approval)

☐ Preselect Continuous  
A pre-select continuous schedule is where an employer sets candidate screening criteria and is able to review resumes and select students before the application deadline. Selected students can sign up for interview slots right away.

☐ 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.

**Select Your Interview Slot Template**

☐ 90 min Full day - 3 alternate 30 minute interviews between 3 different interviewers  
**8:00 Am - 4:30 Pm Average Of 90 Minutes Each**  
Students will sign up for a 90-minute time slot but will have three 30 minute interviews with 3 different interviewers

☒ Virtual Interview Half Day - Morning  
**8:00 Am - 12:00 Pm Average Of 30 Minutes Each**  
As an employer you will need to leave your contact information for the student to contact you for a time slot for their interview. Career Services can provide rooms for the students for their interview, if they contact us directly at 801-422-6932.

☒ Virtual Interview Half Day - Noon  
**1:00 Pm - 5:00 Pm Average Of 30 Minutes Each**  
As an employer you will need to leave your contact information for the student to contact you for a time slot for their interview. Career Services can provide rooms for the students for their interview, if they contact us directly at 801-422-6932.

☐ Half Day: 30 Minute Schedule (Afternoon)  
**12:00 Pm - 5:00 Pm Average Of 30 Minutes Each**  
This slot configuration contains 6 available slots that are 30 minutes each from 1:00 pm - 4:00 pm.

Cancel < Previous Basics **Timeline** Jobs Review **Next >**

The next page on the Timeline tab will need to be filled out

Review your selected interview dates

Under "Choose Your Preferred Timeline" select "Room Only" if you have your own schedule and "Open" or "Preselect" if you want a schedule on Handshake

Next, choose your preferred schedule:

-Half Day or Full day


-30 minute or 20 minute interviews

Click "Next"



**Attached Jobs**  
Please select the job(s) you would like to attach to this interview schedule. *Please note: Students will not be able to apply unless there are approved jobs associated with your schedule.*


No attached jobs to show



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

Attach a job to the interview by:


Creating a job posting by clicking "Create New Job"

Copying details from an existing job by selecting "Copy Job Details"

Attach an existing job by selecting "Use Existing Job"

Review the details of the interview schedule

**Request Interview Schedule** Manage Request Interview Schedule




**Interview with Brigham Young University**

This interview is with **Brigham Young University**

The interview will be displayed to students with the name of **Brigham Young University-University Career Services.**


Edit



**1 Date Selected**

June 24th 2020 (1 Rooms)

Edit




**Open Interview**

**Apply Start:** May 25th 2020 at 12:00 am

**Apply End:** June 22nd 2020 at 11:59 pm

Edit



**0 jobs associated to this interview**

You have not yet selected any jobs for this interview schedule. Add an associated job in order to allow students to apply to this interview schedule.

Edit

Cancel < Previous Basics Timeline Jobs Review Next > **Request**

Once you have reviewed and confirmed all the details click "Request" to submit your interview schedule

**YOUR INTERVIEW SCHEDULE WILL BE PROCESSED AND APPROVED BY A RECRUITING EXPERIENCE SPECIALIST**

# HOW TO REQUEST A VIRTUAL INTERVIEW SCHEDULE

Once you have posted a job, if you are not available to come on campus, you may request a virtual interview schedule.

1

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Jobs	Interviews	Upcoming Events
<b>Fake Software Job</b> Approved Approved June 22 at 5:23pm	<b>Brigham Young University</b> Approved Approved about 1 hour ago	<b>FAKE EVENT RXT</b> June 24th 2020 at 1:00 pm
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# 2

## FILL OUT INFORMATION FOR INTERVIEW SCHEDULE REQUEST

### Request Interview Schedule

Manage

Request Interview Schedule

#### What school would you like to interview at?

Brigham Young University

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

#### Career Center

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If you are unsure select the most general career center and the school will send it to the correct location.

#### Who from your company will be attending this interview?

Choose contacts...

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

Spring Internship Interviews

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

Students will meet with two interviewers for 20 minutes each back to back

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?

You can set this field once more than one job is attached to the schedule.

Under "What school would you like to Interview at select "Brigham Young University".

For Career Center choose "BYU Career Services-Main Career Center".

Type your contacts here.

Name your interview schedule

Under "Interview Schedule Description" please put your virtual interview link and your contact information

### 3

## CLICK NEXT, THEN FILL OUT THE TIMELINE TAB FOR YOUR INTERVIEW SCHEDULE

Week of Monday, June 22nd

Monday, June 22nd 2020  
12 available rooms

Tuesday, June 23rd 2020  
11 available rooms

Wednesday, June 24th 2020  
12 available rooms

Thursday, June 25th 2020  
6 available rooms

Friday, June 26th 2020  
10 available rooms

Saturday, June 27th 2020  
0 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.

Select date of interview

A pop-up tab will open

Add a Date

\* Date

yyyy-mm-dd

Alternate Date

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

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

Details

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

Under "Date" select the date of the interview.

Use the calendar icon.

For "Requested Room Count" please request 1 room.

Under "Details" please instruct students to choose a slot and click on virtual link to start virtual interview

Click "Add Date" button to confirm



Search... Favorite Schools Help

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Review your selected interview dates

Under "Choose Your Preferred Timeline" select "Room Only if you have your own schedule and "Open" or "Preselect" if you want a schedule on Handshake

Under "Select Your Interview Slot Template" select one of the Virtual Interview Timelines

Click "Next"

**YOUR INTERVIEW SCHEDULE WILL BE PROCESSED AND APPROVED BY A RECRUITING EXPERIENCE SPECIALIST**