

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 with three main navigation buttons at the top: 'Post a Job', 'Request an Interview' (highlighted with a yellow border), and 'Create an Event'. Below these buttons are three columns of content:

- Jobs:** A list of four job postings, each with a 'BYU' logo, a title, and an 'Approved' status. The titles are 'Fake Software Job', 'Fake Business Intel', 'FAKE Job', and 'Fake Job #2'. Approval times range from 'about 1 hour ago' to 'June 22 at 5:23pm'.
- Interviews:** A list of five interview requests, each with a 'BYU' logo, the name 'Brigham Young University', and an 'Approved' status. Approval times range from 'about 1 hour ago' to 'June 23rd 2020 at 9:16 am'.
- Upcoming Events:** A list of six events, each with a 'BYU' logo, a title, and a date/time. The titles include 'FAKE EVENT RXT', 'Test - Will #6: Communications, Education, Health Professions, Humanities & Languages', 'TEST BY WILL RXT', 'Test - Will #4 ENGINEERING AND DATA', and 'test - Will #5 Computer Science, Information Systems & Technology, Engineering, General Studies'. Dates range from 'June 17th 2020' to 'June 24th 2020'.

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".

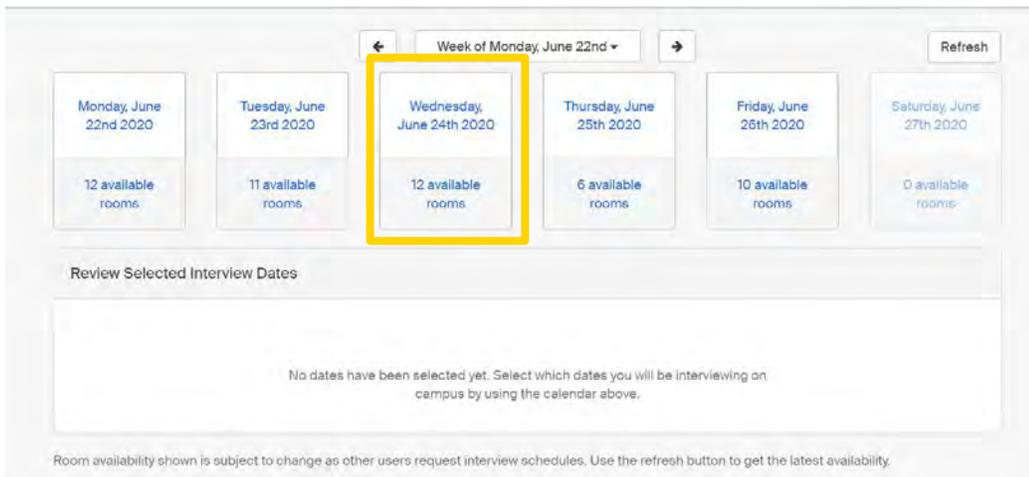
Type your contacts here.

Name your interview schedule

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

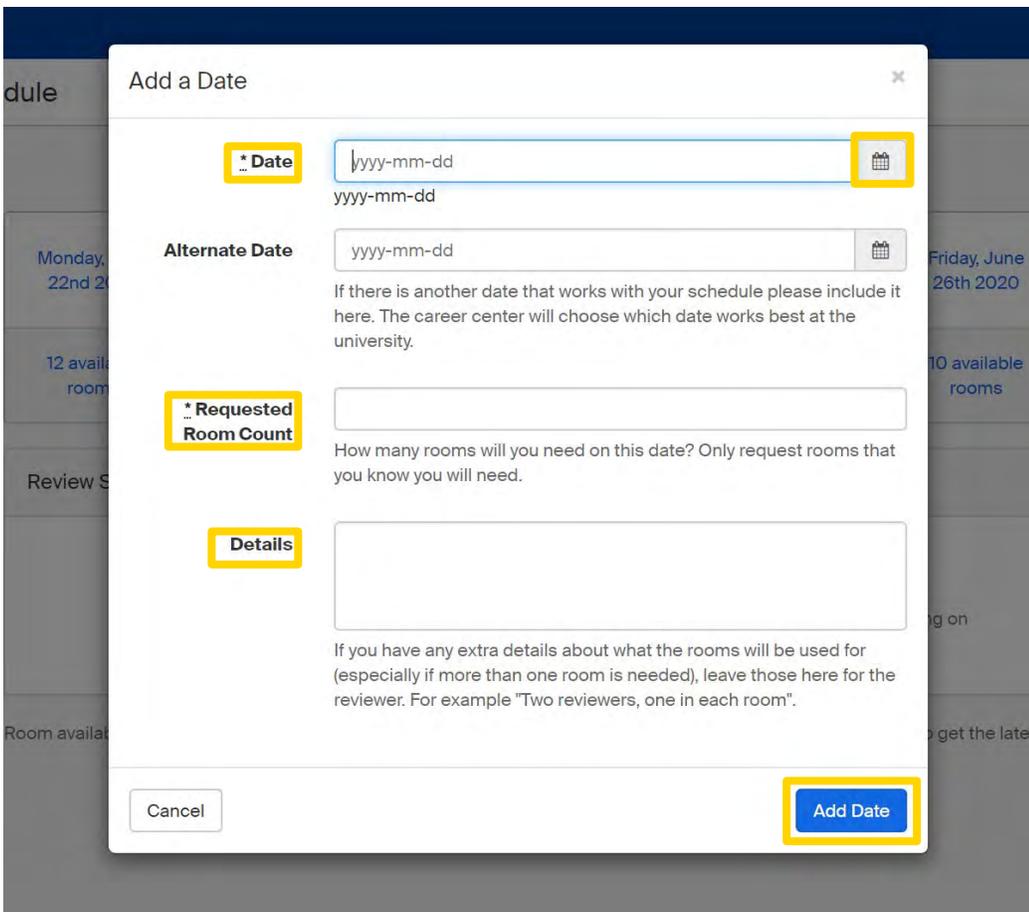
3

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 - 3x 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](#)

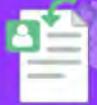
No Imported Job Details
No Imported Applicants



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 Edit

This interview is with **Brigham Young University**

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

✔ 1 Date Selected Edit

June 24th 2020 (1 Rooms)

✔ Open Interview Edit

Apply Start: May 25th 2020 at 12:00 am
Apply End: June 22nd 2020 at 11:59 pm

! 0 jobs associated to this interview Edit

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.

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

LOG INTO YOUR HANDSHAKE ACCOUNT AND SELECT REQUEST AN INTERVIEW

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FILL OUT INFORMATION FOR INTERVIEW SCHEDULE REQUEST

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Manage Request Interview Schedule

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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.

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Choose contacts...

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Interview Schedule Description

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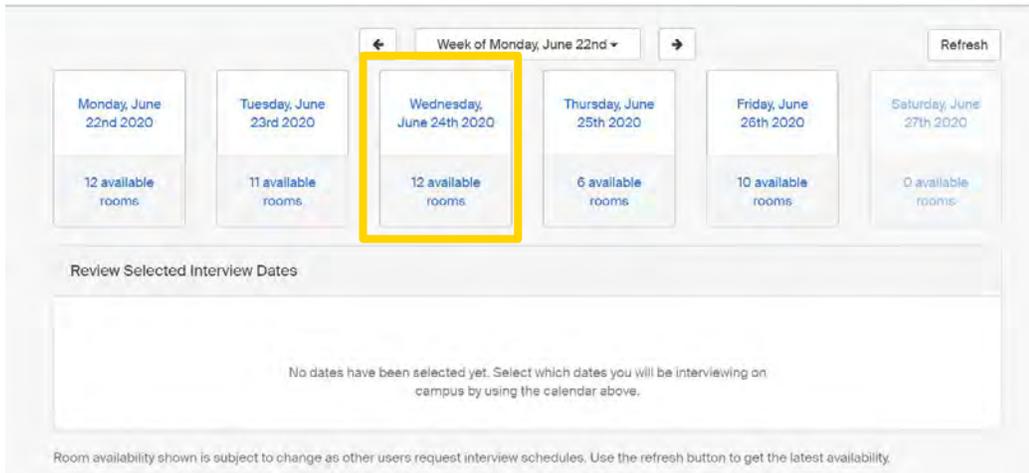
Type your contacts here.

Name your interview schedule

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

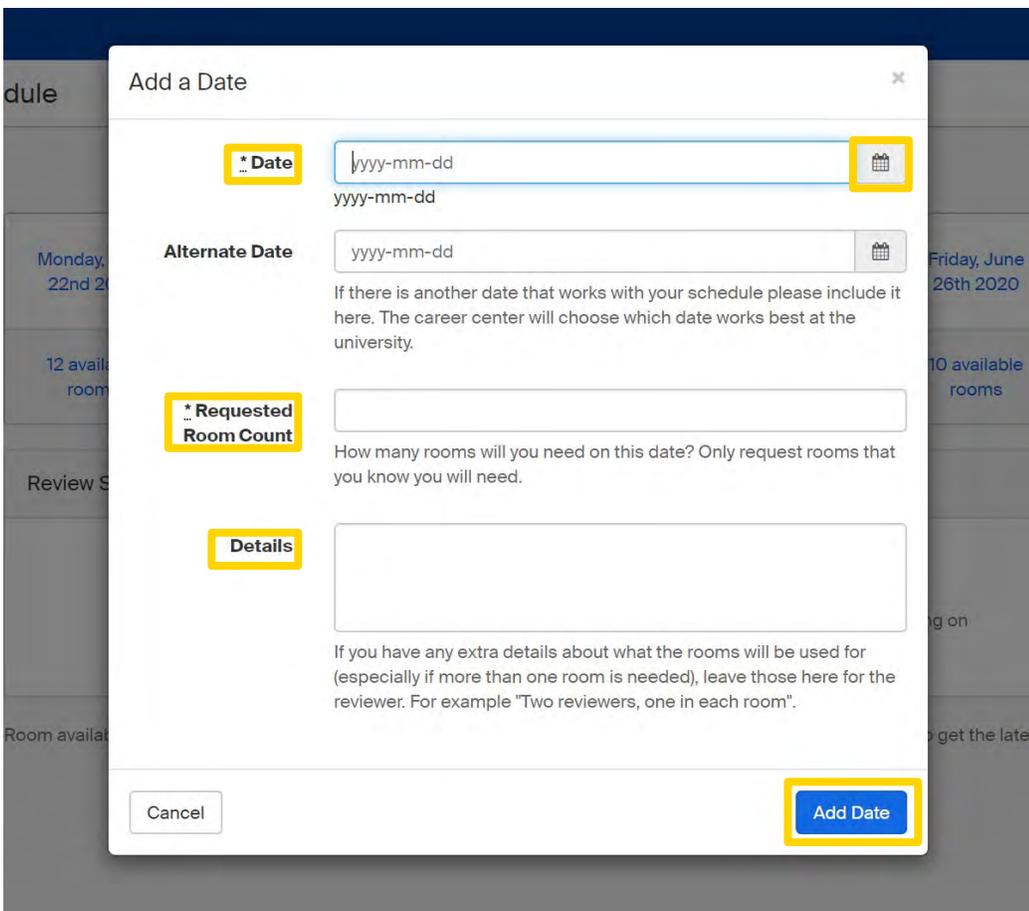
3

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



Select date of interview

A pop-up tab will open



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

Q Search...    **2** Favorite Schools ▾ Help ▾ 

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Choose Your Preferred Timeline ⓘ

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Select Your Interview Slot Template ⓘ

30 min on day 1 + material 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
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Cancel < Previous Basics **Timeline** Jobs Review **Next >**

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