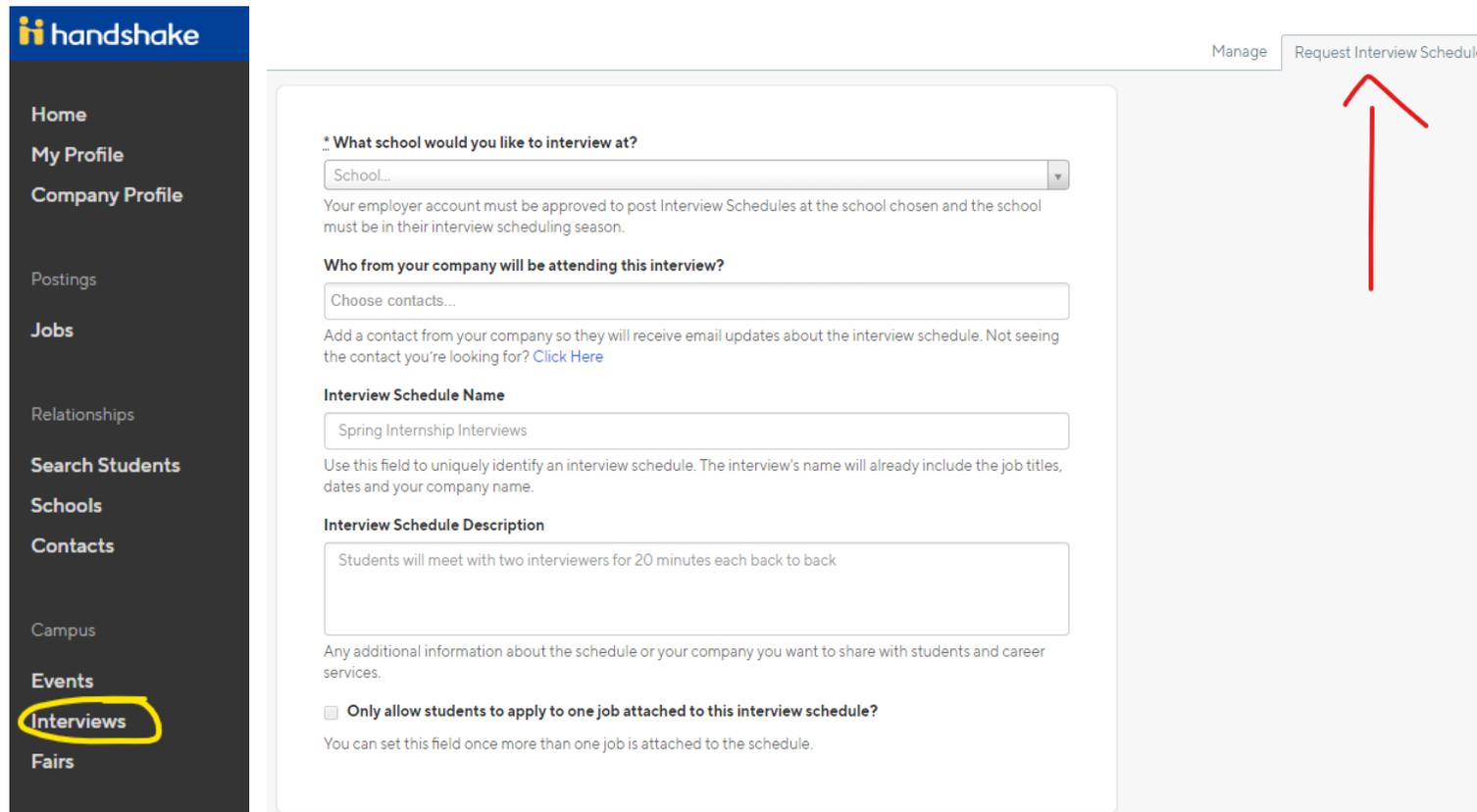


## Creating an Interview Schedule on Handshake

**Step One:** Once logged into your employer account, click on the **Interviews** link on the left-hand navigation bar. Then click on the right-hand top tab **Request Interview Schedule**.

**Tip:** It is highly advised to create a position description first, before creating an interview schedule.



The screenshot displays the Handshake user interface. On the left is a dark navigation sidebar with the Handshake logo at the top. The sidebar menu includes: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews (highlighted with a yellow circle), and Fairs. The main content area is titled 'Request Interview Schedule' and contains the following form fields:

- What school would you like to interview at?**: A dropdown menu with 'School...' selected.
- Who from your company will be attending this interview?**: A text input field with 'Choose contacts...'.
- Interview Schedule Name**: A text input field with 'Spring Internship Interviews'.
- Interview Schedule Description**: A text input field with 'Students will meet with two interviewers for 20 minutes each back to back'.
- Only allow students to apply to one job attached to this interview schedule?**: A checkbox that is currently unchecked.

At the top right of the main content area, there are two tabs: 'Manage' and 'Request Interview Schedule'. A red arrow points from the 'Request Interview Schedule' tab down to the 'Request Interview Schedule' form.

**Step Two:** Complete the first page of the request form by selecting **Winona State University** as the school you want to interview with. Select the person conducting the interviews (this person should have an account in the Handshake system) and provide a title for your interviews which includes the title of the position(s) you are hiring for (i.e. Warrior Success Center Front Desk Worker Interviews). In the **Description Section** please provide an overview of the structure of your interviews (i.e. 30-minute interviews in ST114 – Rochester Campus; any student who applies can sign up for an interview).

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

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?**

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**

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

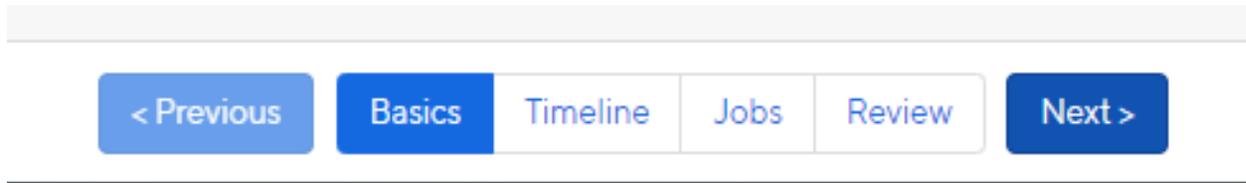
**Interview Schedule Description**

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.

**TIP:** Click on each tab (or next) on the continuum listed at the bottom of the page to help you complete your request.



**Step Three:** Select the dates you want to conduct the interviews. You may select multiple interview dates.

**Tip:** There will be one application deadline when you select multiple interview dates under the same request. If you wish to have different application deadlines for different positions, fill out an interview schedule request for each position.

**Step Four:** Once you have selected your date(s), complete the form by selecting Preselect to Alternate – 30 Day Student Application Period, then select the duration of your interviews (i.e. half day 20-min, full day 60 min). **Tip:** *If you need any time adjustments or special requests, call Lindsey Miller at x5340, [lmiller@winona.edu](mailto:lmiller@winona.edu).*

Review Selected Interview Dates

May 27th 2019 (1 Room) ✕

Choose Your Preferred Timeline **i**

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.

Select Your Interview Slot Template **i**

Half 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**  
This slot configuration contains 7 available slots that are 60 minutes each from 9:00 am - 5:00 pm, with a one hour break for lunch at 12:00pm.

**Step Five:** Next you will be able to connect a job to your interview schedule. Select one of the three options below.

**Tip:** Most likely you will select a preexisting position in the system with no applicants connected to it.

**Tip:** Make sure to review all areas of the job description form. Some information will not transfer over to the schedule. You may edit the description at any time.



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



**Step Six:** Review your schedule and click **Request**. Once WSU Career Services approves your schedule, you will be able to invite students to sign up for interview slots.

*Tip: If you need your Preselect Interview Schedule dates adjusted, contact Lindsey Miller x5340, [lmiller@winona.edu](mailto:lmiller@winona.edu). You will not be able to make these changes yourself.*

## Request Interview Schedule

### ✔ Interview with Winona State University

This interview is with **Winona State University**

The interview will be displayed to students with the name of **Winona State University - Mock Interview Monday**.

### ✔ 1 Date Selected

[May 27th 2019 \(1 Rooms\)](#)

### ✔ Preselect Interview ←

**Apply Start:** April 7th 2019 at 12:00 am

**Apply End:** May 7th 2019 at 11:59 pm

**Primary Signup Start:** May 13th 2019 at 12:00 am

**Alternate Signup Start:** May 18th 2019 at 12:00 am

**Signup End:** May 22nd 2019 at 11:59 pm

### ✔ 1 job associated to this interview

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

[Mock Interview](#)