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

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**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.)
**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.*
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. You will not be able to make these changes yourself.