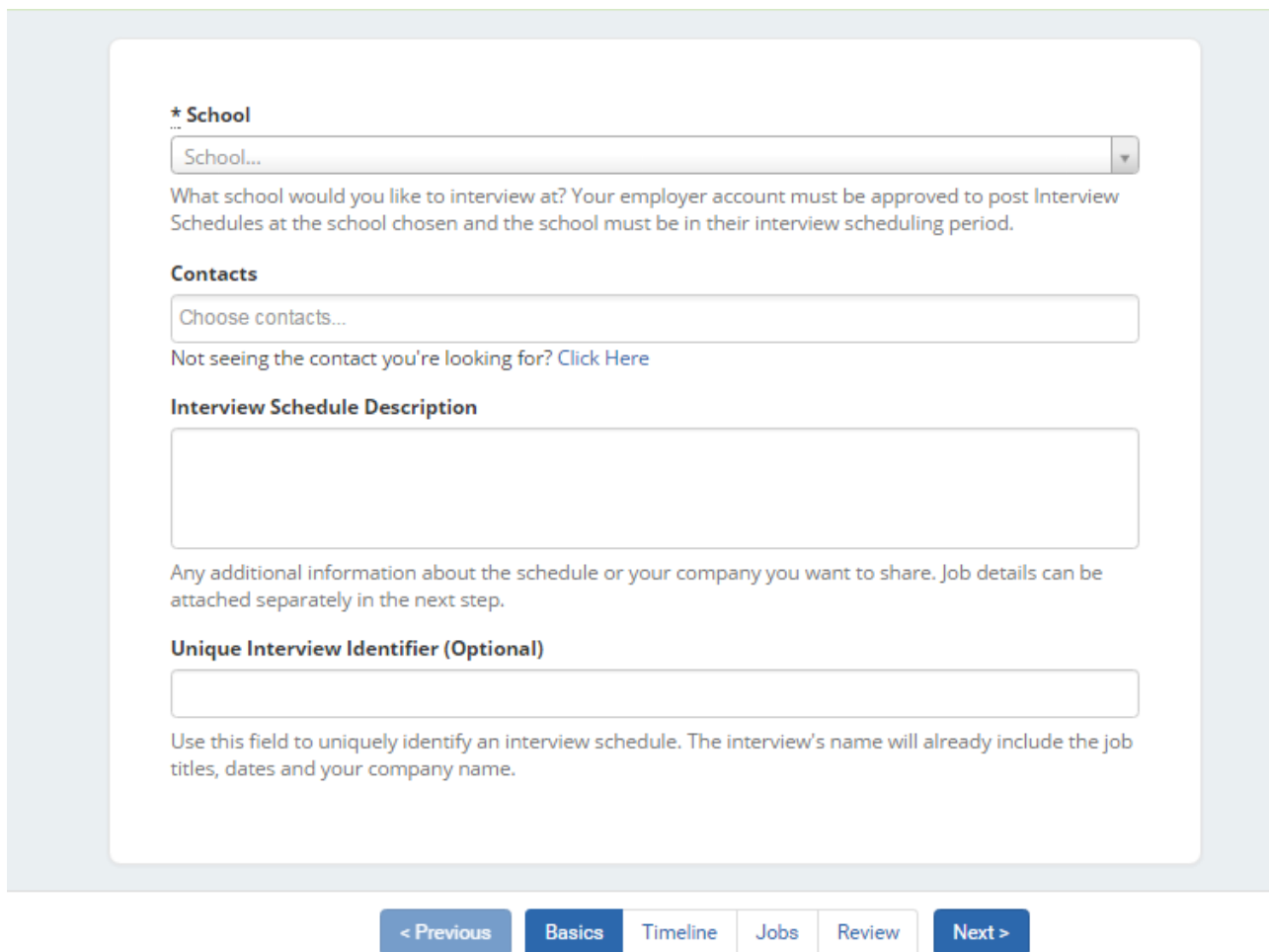


Once you have posted a job, you may want to request an interview schedule so you can interview the candidates. This resource will walk you through the steps of requesting an interview at USF.

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.



The screenshot shows a web form titled "Request Interview Schedule" with a "Basics" section highlighted. The form includes the following fields and instructions:

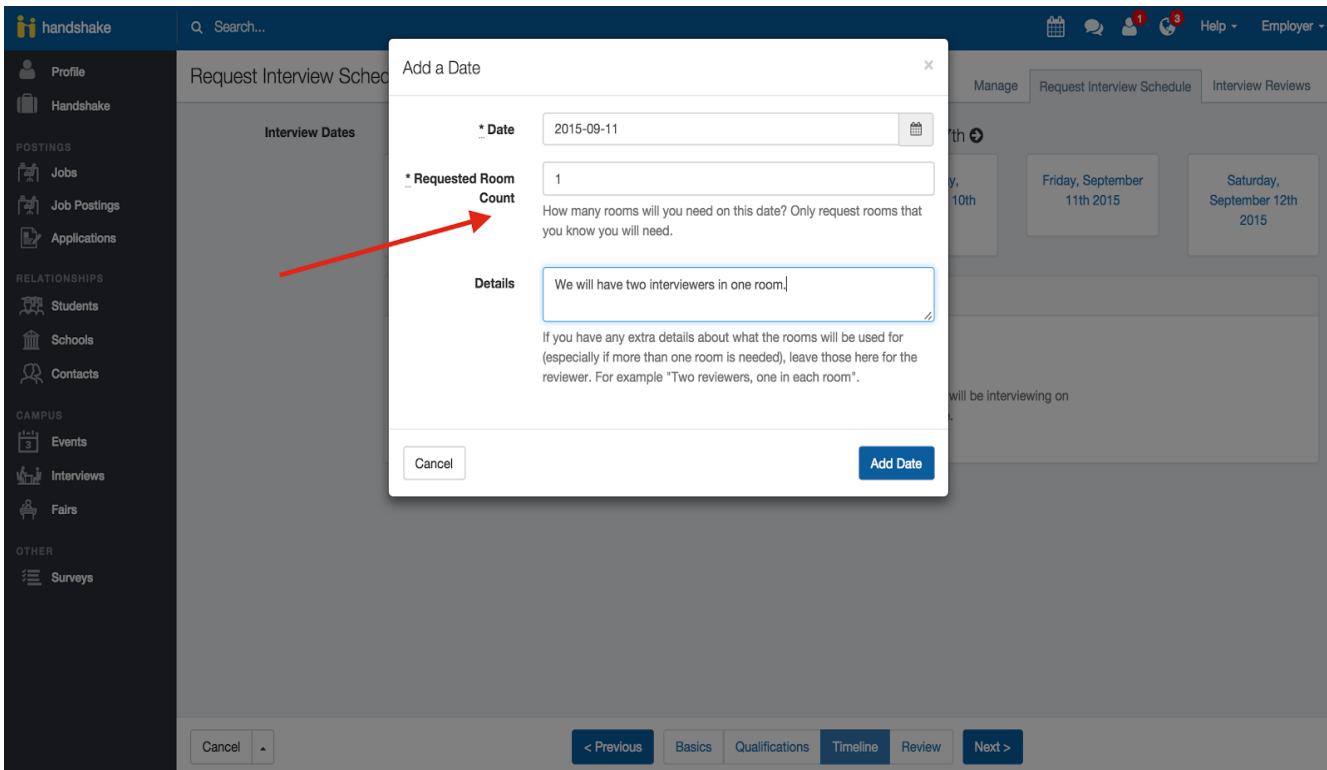
- \* School**: A dropdown menu with "School..." as the placeholder. Below it, the text reads: "What school would you like to interview at? Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling period."
- Contacts**: A text input field with "Choose contacts..." as the placeholder. Below it, the text reads: "Not seeing the contact you're looking for? [Click Here](#)"
- Interview Schedule Description**: A large text area for description. Below it, the text reads: "Any additional information about the schedule or your company you want to share. Job details can be attached separately in the next step."
- Unique Interview Identifier (Optional)**: A text input field. Below it, the text reads: "Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name."

At the bottom of the form, there is a navigation bar with five buttons: "< Previous", "Basics" (highlighted), "Timeline", "Jobs", "Review", and "Next >".

- **School:** The school where you are requesting the interview schedule. **Note:** You will only be able to choose from school's at which you've been approved and those schools must be in their interview period. If USF does not appear in your dropdown list of available schools, see: [How do I request access to a school?](#) to learn more about how to get approved at additional schools.
- **Identifier:** This is the name of the interview schedule - schools and students will see this identifier.

- **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
4. Use the navigation buttons at the bottom of the screen to move to the next step: **Timeline:** Select the date you are interested in interviewing on campus, you will then be asked how many rooms you would like to reserve on that day

**Note:** USF allows employer to reserve only 5 rooms at a time during the pre-select season. For additional guidance on reservations, please see: <http://www.usf.edu/career-services/events/requesting-a-schedule.aspx>



- Create your interview timeline 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:** 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:** any student who meets the specified job or interview qualifications is allowed to reserve an interview slot (without manual approval).

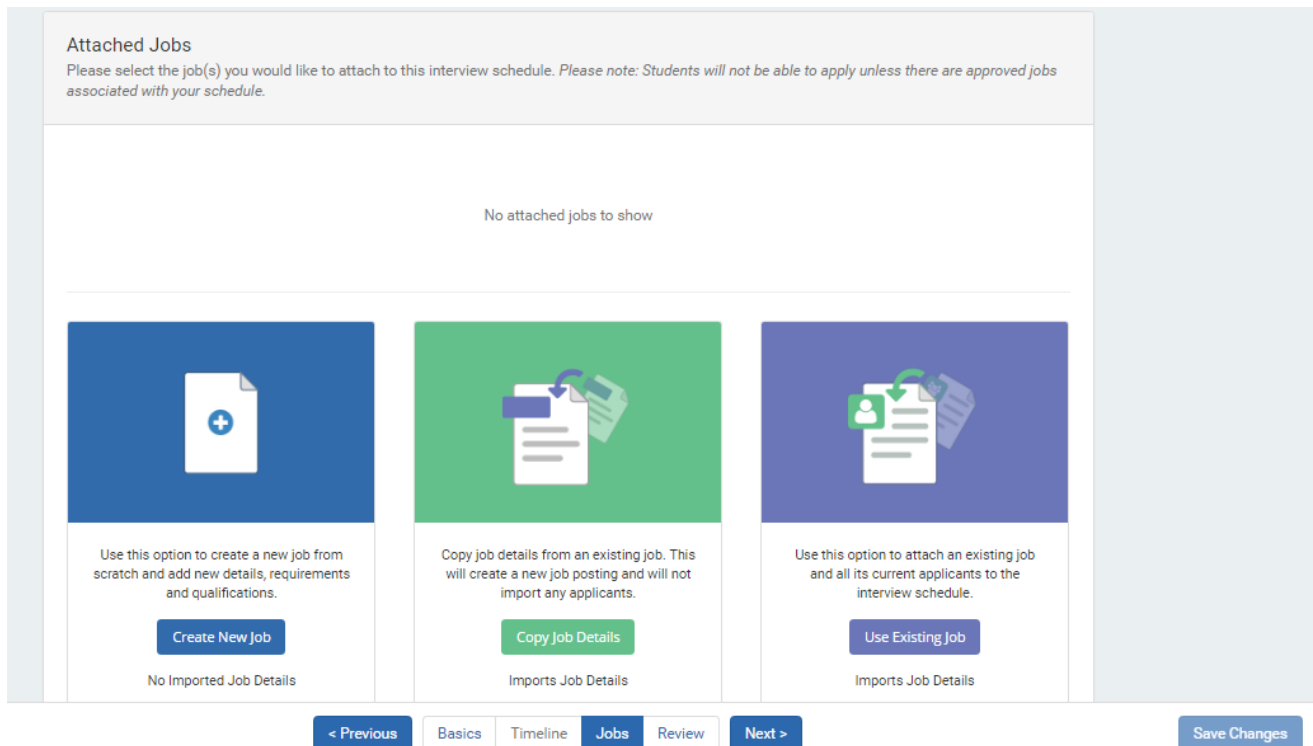
**-Preselect Continuous:** students who meet the specified qualifications must also be manually approved (by your company) before being allowed to take slots. There is no differentiation between “Primary” and “Alternate” candidates and all qualified candidates have access to the interview schedule at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

**-Preselect:** 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” are allowed to sign up any time after the primary signup start and candidates you designate as “Alternate” are allowed to sign up any time after the alternate signup date.

5. Select the time slots you would like to interview students in. Available timeslots:

- Full Day- 30, 45 or 60 min.
- Half Day Morning- 30, 45 or 60 min.
- Half Day Afternoon- 30, 45 or 60 min.

6. Once you have selected your interview date, interview timeline and interview slot template you can move to the next step which is **Jobs**



- Choose the job you would like to attach to this interview schedule

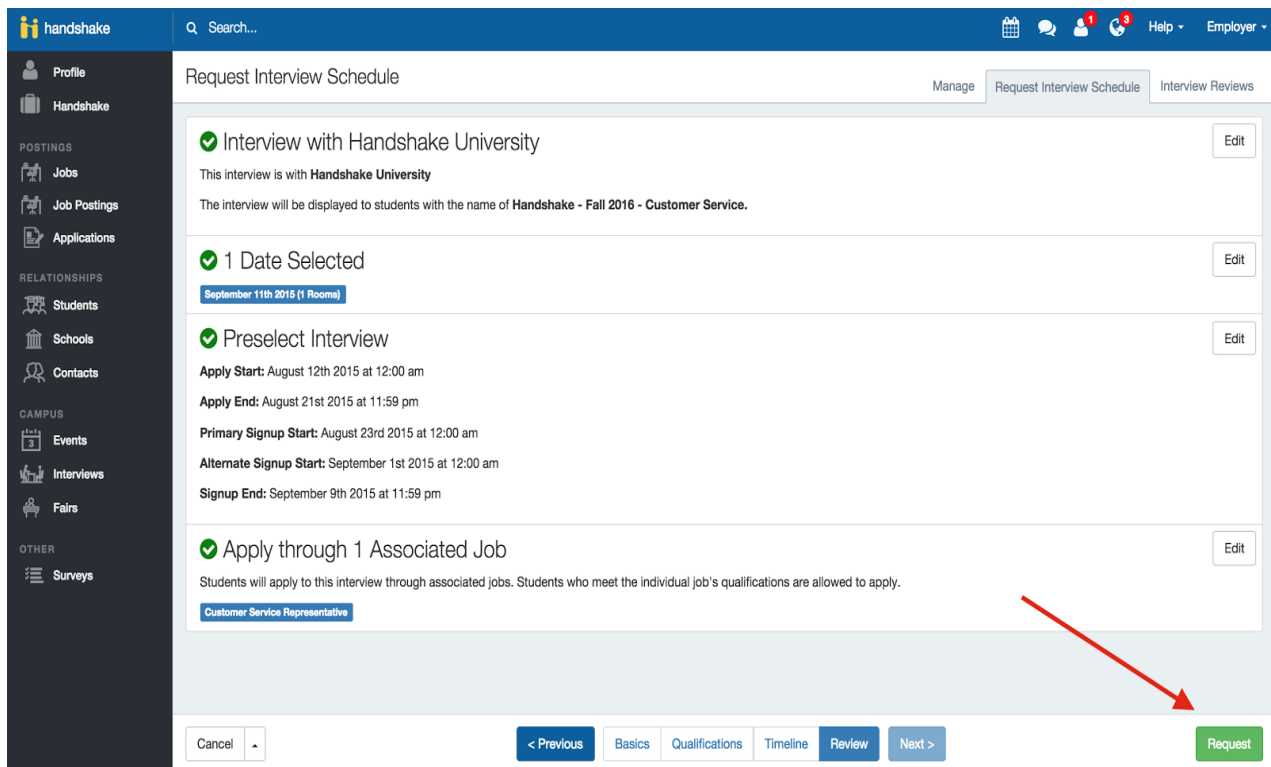
- **Create a New Job:** Use this option to create a new job and new details, requirements and qualifications.

-**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.

- 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. Review your interview dates and details and go back to any steps you would like to edit. Once your schedule is approved by USF, you will not be able to edit your timeslots. Please have a conversation with your team about timeslots before submitting a schedule for approval.



8. **Select Request**

- Your interview schedule will now be sent to the OCI Administrator in a pending status. You will be notified when your schedule has been approved or declined with additional confirmation details.