How to schedule interviews (employer)

1. Click “Jobs” (top bar).

2. Click “Search”.

3. Click “Search” again (at the bottom of the page).
4. Find the job number and click on the number of applicants under “Applicants.”

5. Click the box next to the names of the applicants you wish to interview.

6. In the “Options” menu on the left, select “Create Interview Request.”

7. In the “Interviewers” tab: make sure you include the name, phone number and email address of all interviewers. If information needs to be modified, click “Edit” on the right.

8. Optionally, click “Add interviewer” to add interviewers.
9. **For each additional interviewer**, enter their name, phone number and email address and then click “Add interviewer.”

10. Once the information on this tab is complete, click “Next” at the bottom of the page.

11. Under the “**Interview parameters**” tab, fill out all the mandatory fields (red asterisks) and then click “Next” at the bottom of the page.

12. Under the **Availability** tab: add the availability of each interviewer **separately for each day**: Under “Add Availability”, enter a date, start time and end time and then click “Add Availability.”

13. Repeat for each day.

14. Optionally, specify your preferences for morning and/or afternoon break times.
15. Make sure to select the number of lunches required (red asterisk). Specify “0” if no lunches are needed.

16. When all the information in the Availability page is correct, click “Send Request.”

The CO-OP office will receive an email to schedule the interviews and the employer will receive a confirmation email shortly thereafter.