

How to schedule interviews (employer)

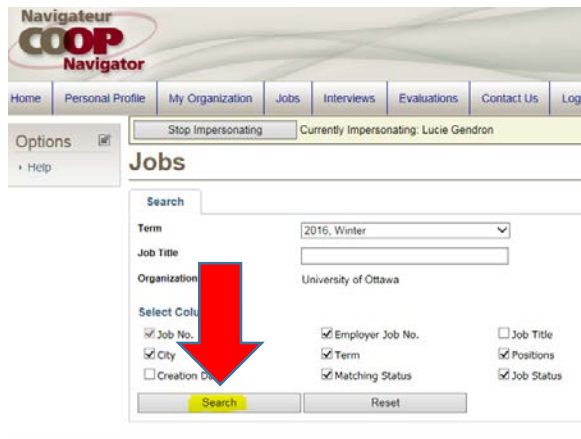
1. Click “Jobs” (top bar).



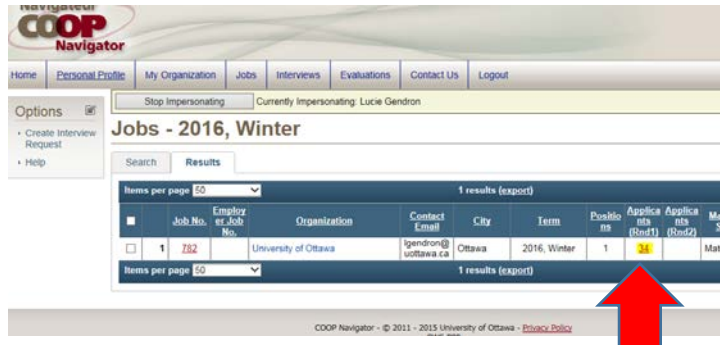
2. Click “Search”.



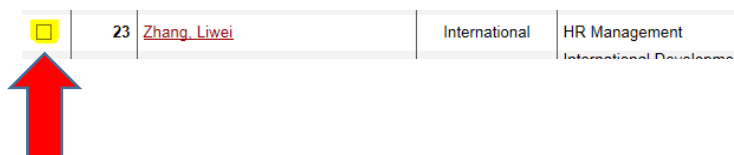
3. Click “Search” again (at the bottom of the page).



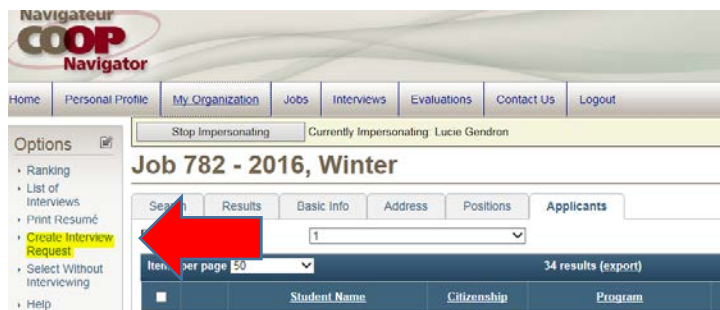
- Find the job number and click on the number of applicants under **“Applicants.”**



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



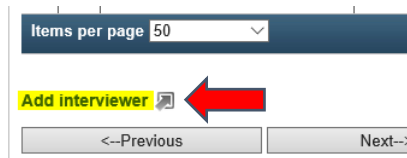
- In the **“Options”** menu on the left, select **“Create Interview Request.”**



- 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.



- 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.”

Add interviewer

Name *

Phone *

Email *

Skype ID

Add interviewer

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

Add interviewer

Name *

Phone *

Email *

Skype ID

Add interviewer

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

Method *

Location

Type *

Duration (minutes) *

Buffer between interviews *

Amenities required

Notes for staff

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.”

Add Availability

Note that we must give students at least a 48-hour notice for interviews booked.

Date Start time End time

13. Repeat for each day.

14. Optionally, specify your preferences for morning and/or afternoon break times.

Breaks

Scheduled break times may vary based on the availabilities provided for your interviews.

Start time of morning break Duration (minutes)

Start time of afternoon break Duration (minutes)


15. Make sure to select the number of lunches required (red asterisk). Specify “0” if no lunches are needed.

Lunch

We may schedule a lunch break depending on your availability. How long would you like it to be?

Lunch break duration (minutes)

Lunch will be provided by the CO-OP Office.

Lunches required (include all interviewers) * 


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

Lunch

We may schedule a lunch break depending on your availability. How long would you like it to be?

Lunch break duration (minutes)

Lunch will be provided by the CO-OP Office.

Lunches required (include all interviewers) * 

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