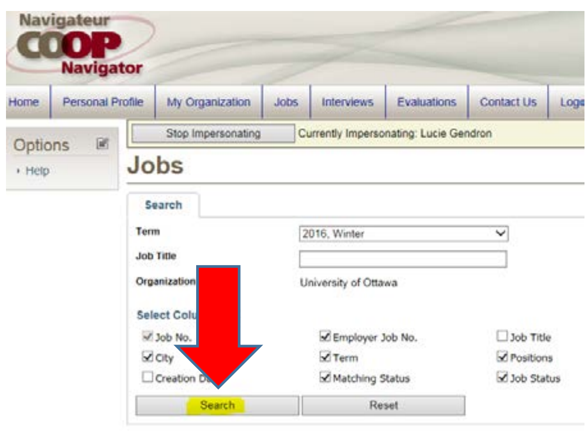
How to schedule interviews (employer)

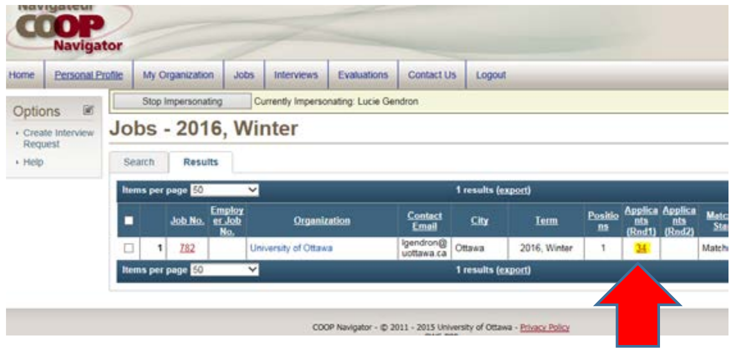
1. Click “**Jobs**” (top bar).

2. Click “**Search**”.

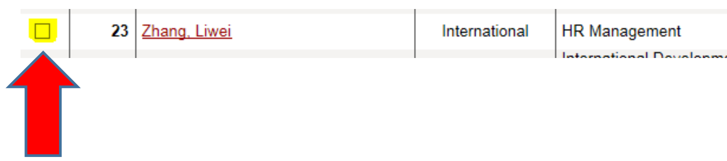
3. Click “**Search**” again (at the bottom of the page).



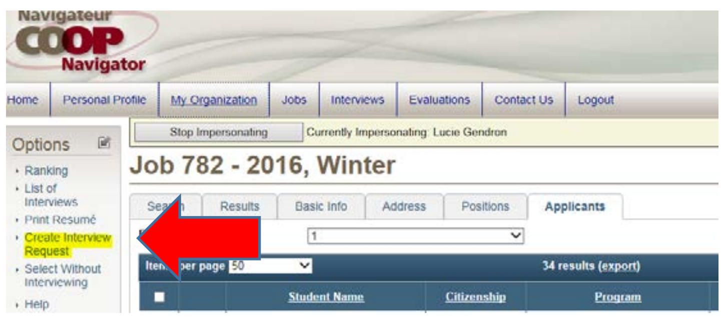
4. Find the job number and click on the number of applicants under "**Applicants**."



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

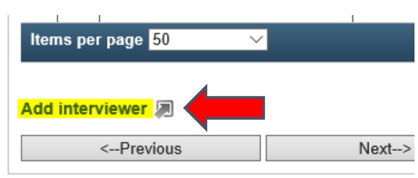


6. In the "**Options**" menu on the left, select "**Create Interview Request**."

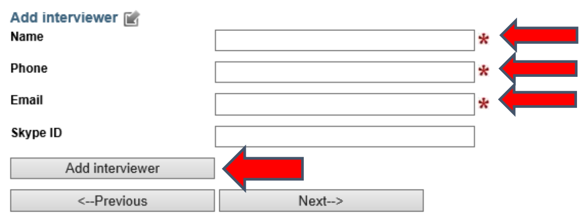


7. In the "**Interviewers**" tab: make sure you include the name, phone number and email address of all interviewers. If information needs to be modified, click "**Edit**" on the right.

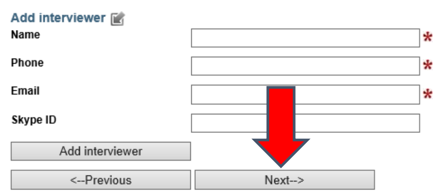
8. Optionally, click "**Add interviewer**" to add interviewers.



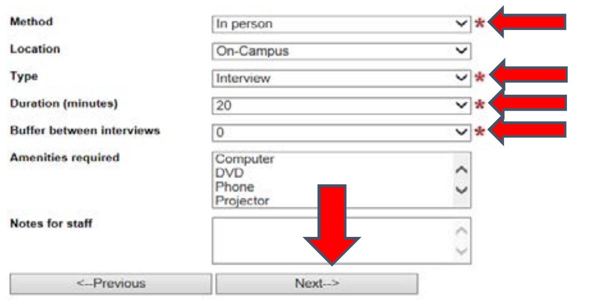
9. ***For each additional interviewer***, enter their name, phone number and email address and then click "**Add interviewer**."



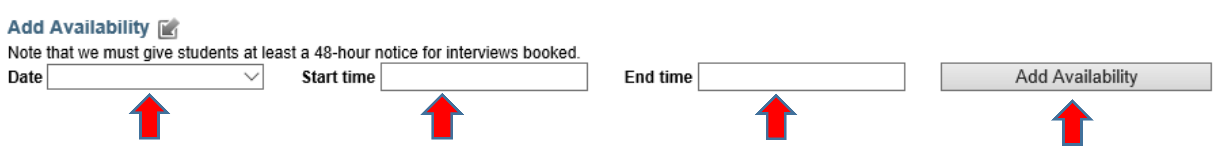
10. Once the information on this tab is complete, click "**Next**" at the bottom of the page.



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

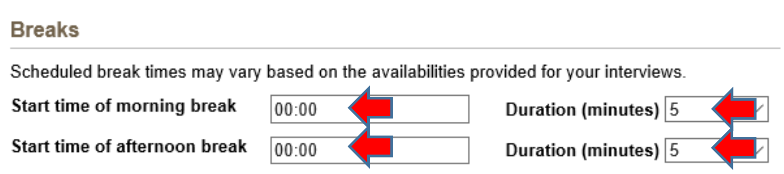


12. Under the **"Availability**" tab: add the availability of each interviewer ***separately for each day***: Under "**Add Availability**", enter a date, start time and end time and then click "**Add Availability**."

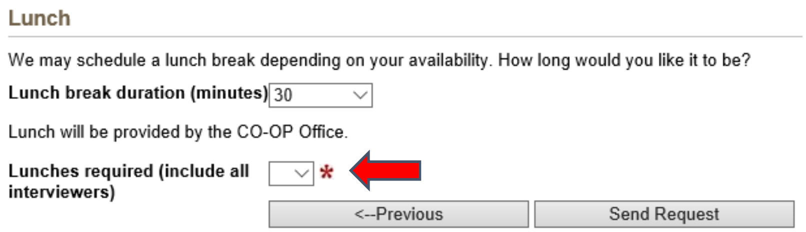


13. Repeat for each day.

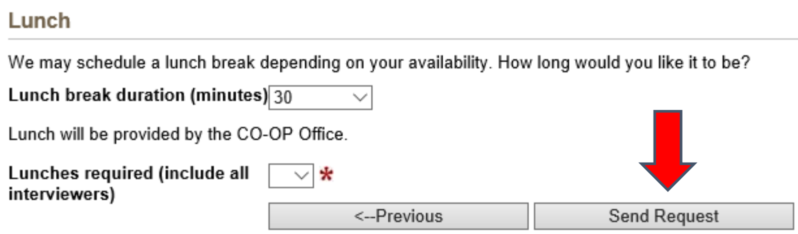
14. Optionally, specify your preferences for morning and/or afternoon break times.



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.