



CREATE AN INTERVIEW *in Handshake*

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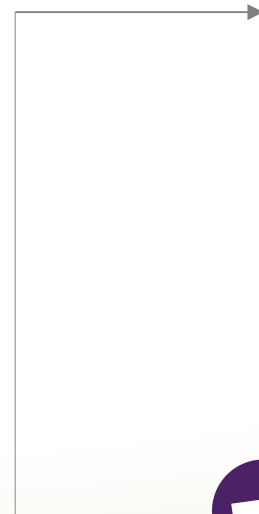
LOG IN:

- Open a web browser
- Go to <https://joinhandshake.com/>
- Select “Log In”

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REQUEST AN INTERVIEW:

- In the center of your Home screen, click on “Request an Interview.”
- It is best practice to already have a job posted that you will be interviewing applicants from.
- If you have not posted the job yet, please see “How to Post a Job” help for more information.
- Complete form
 - Select Weber State University from “What school would you like to interview at?”
 - Select the check box only if you have multiple jobs that you will be interviewing for on the same day.
 - Click Next to continue.



What school would you like to interview at?

Weber State University

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

Who from your company will be attending this interview?

☒ Shane Speck Type to filter results...

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)

Interview Schedule Name

Fall Internship Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Student will meet with interviewer for 30 minutes.

Any additional information about the schedule or your company you want to share with students and career services.

☐ Only allow students to apply to one job attached to this interview schedule?

You can set this field once more than one job is attached to the schedule.

CREATE AN INTERVIEW

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3 SELECT A DAY:

- Select the day that you would like to schedule the interview.
- A pop-up screen will appear.
- Give an alternative date (if possible), number of rooms you are requesting, and any details that would be helpful to the staff (i.e. two interviewers per room or one room will be used as a testing room).
- Click on Add Date to continue.

4 TIMELINE:

- You will be taken back to the Timeline page where new options become available.
- Select the preferred timeline you would like to use:
 - *NOTE: Most interview periods will allow the students 30 days to apply and select an interview slot. Please give ample time for this process*

a. **Room Only Interview** – Use this option if you want to reserve the room and build your schedule outside of Handshake.

b. **Preselect to Alternate – 30 Day Student Application Period** – Use this option to select primary applicants and alternative applicants Primary applicants are allowed to sign up before the alternative applicants. Applicants will be given a schedule you select to schedule an interview time.

preferred

c. **Preselect Continuous – 30 Day Application Period** – Use this option to select applicants to sign up for scheduled interview slots.

d. **Open – 30 Day Application Period** – Applicants that meet the job qualifications pre-selected from the job posting will be automatically approved and allowed to set up an interview. Those that do not meet the qualifications can be manually approved.

CREATE AN INTERVIEW

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SELECT INTERVIEW SLOT:

- Next you will select your Interview Slot Template from the following options:
 - All options contain appropriate lunch and breaks built in. These can be adjusted at a later time.



- Half Day 20 Minute Schedule (Morning)** – 8:00 AM – 12:00 PM, 20 Minutes Each – This slot configuration contains 11 slots that are 20 minutes each.
- Full Day 30 Minute Schedule** – 9:00 AM – 4:50 PM, 30 Minutes Each – This slot configuration contains 16 available slots that are 30 minutes each.
- Full Day 20 Minute Schedule** – 9:00 AM – 5:00 PM, 20 Minutes Each – This slot configuration contains 19 slots that are 20 minutes each.
- Half Day 30 Minute Schedule (Morning)** – 9:00 AM – 12:00 PM, 30 Minutes Each – This slot configuration contains 6 slots that are 30 minutes each.
- Half Day 30 Minute Schedule (Afternoon)** – 1:00 PM – 5:00 PM, 30 Minutes Each – This slot configuration contains 6 slots that are 30 minutes each.
- Full Day 60 Minute Schedule** – 9:00 AM – 5:00 PM, 60 Minutes Each – This slot configuration contains 7 slots that are 60 minutes each.

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REVIEW & CONTINUE

- Review your interview settings and click “Next” to continue.



NEXT

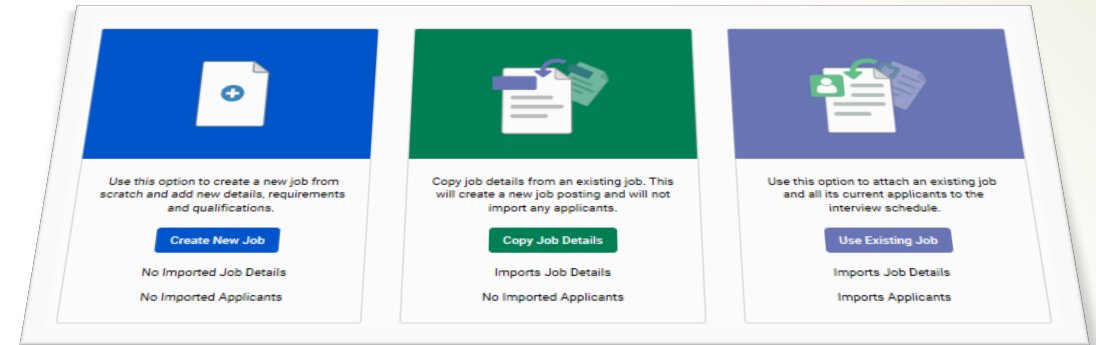
CREATE AN INTERVIEW

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CREATE NEW JOB | COPY JOB DETAILS | USE EXISTING JOB

- “Create New Job,” “Copy Job Details,” or “Use Existing Job” to link the interview schedule to.
 - *If you do not attach a job to the interview schedule, applicants will not be able to select an interview slot via Handshake.*
- Once you have linked the jobs to the interview schedule, click Next.



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REVIEW & CONTINUE

- Review your interview request one more time before submitting.
 - Click “Request” when you are ready to submit your schedule.

9

WAIT FOR APPROVAL

- After being reviewed by Career Services, you will receive an email (based on your notification settings).





APPROVING & SCHEDULING *Interviews*



Once you have your job posted, interview schedule requested, and the schedule has been built by Career Services, it is time to approve students applying for the interviews.

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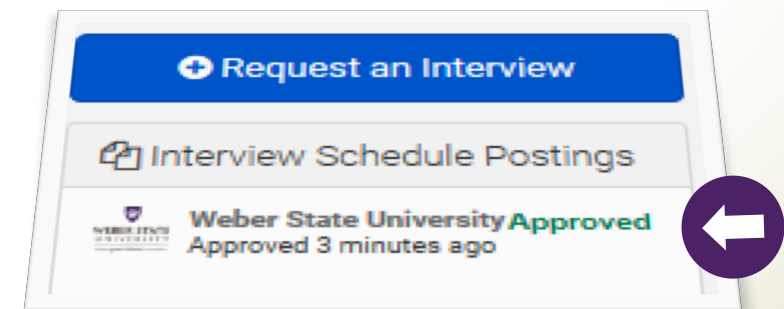
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SELECT APPROVED INTERVIEW:

- In the center of your home page, under “Request an Interview,” click on the interview that has been approved.



APPROVING & SCHEDULING

Interviews (cont'd)

3 REVIEW APPLICANTS

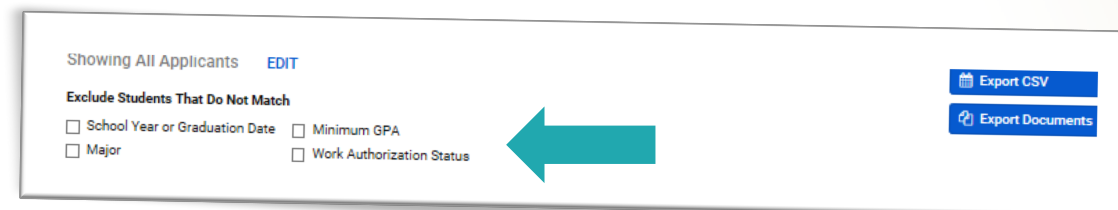
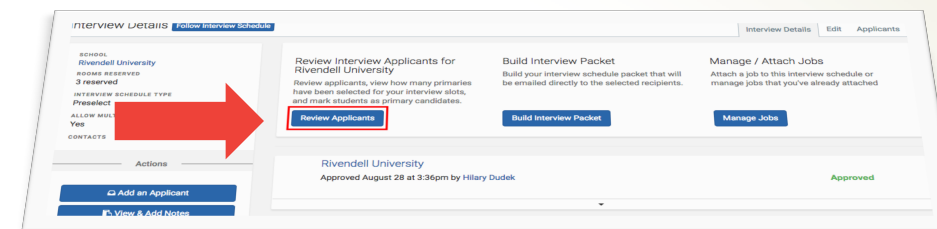
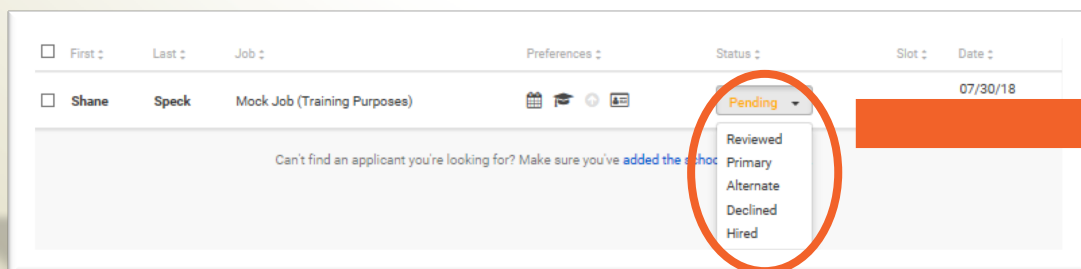
Once the interview schedule loads, you will see the schedule under options to Review Applicants, Build Interview Packets, and Manage Jobs. For now, click on Review Applicants.

4 FILTER OPTIONS

- The Review Applicants screen will give you the opportunity to view and approve or decline applicants.
- From here you can filter applicants by:
 - School Year/Graduation Date, Major, Minimum GPA, and Work Authorization Status.
- You may also export a .CSV file or the associated documents from all applicants that meet the required filters.

5 STATUS DESCRIPTION

When selecting applicants to move forward, you will notice the status drop-down box on the applicants' row. The following is a description of each choice:



1. **Pending** – This is your default setting indicating that a review of the applicant has not been performed. Resetting an applicant to pending removes the previous selection made and will remove the applicant from the interview schedule.
2. **Reviewed** – Select this option when an applicant has been reviewed but a decision has not been made if an interview is likely.
3. **Primary** – Select this option when you want to interview this applicant. Primary applicants will have first choice at interview slots.
4. **Alternate** – Select this option if you would like to interview the applicant, but the applicant is not as strong as a primary applicant.
5. **Declined** – Select this option if you do not want to interview this applicant.
6. **Hired** – Select this option if you have interviewed an applicant and chosen to hire them.



APPROVING & SCHEDULING

Interviews (cont'd)

6 EMAIL RESPONSE:

Once you have selected the appropriate response for the applicant, the applicant will receive an email offering the applicant the opportunity to choose a time slot from the available choices.

7 BUILD INTERVIEW PACKET

When all applicants have chosen their time slot, you may use the Build Interview Packet selection to print off the applicants' information and a schedule for the day of the interview. Please read and follow the prompts to choose what information is printed from the Build Interview Packet selection.

NEED HELP?

CONTACT:

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