

Interview Updates

Fall 2017

Agenda

- New Interview List Page
- Blocking Multiple Applicants
- Removing Jobs and Applicants
- Adding Time to Slots
- Questions

Which update are you most interested in learning about?

Why did we make these updates?

- A new timeline view of interview schedules to better target your interactions with employers and students
- Visualization of room availability to quickly see and change the interview room availability in your office
- Blocking applicants from applying to multiple schedules to reduce the burden of reviewing duplicate applicants

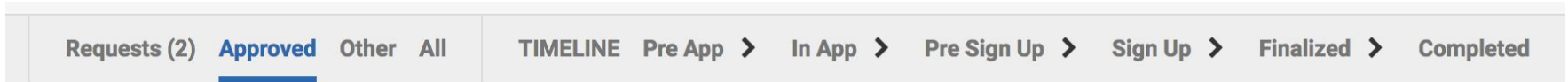
New Interview List Page

How do I see all approved interview schedules?

1. Click the **Approved** filter
2. This defaults to all approved interview schedules
3. You can filter this by timeline status using the **Timeline** filters

Filter ▾	Requests (2)	<u>Approved</u>	Other	All	TIMELINE	Pre App >	In App >	Pre Sign Up >	Sign Up >	Finalized >	Completed
<input type="checkbox"/> Employer ↕	Date Received ↕	Interview Date ↕	Jobs ↕	Rooms Requested ↕	Rooms Assigned ↕	Type ↕	Timeline ↕				
<input type="checkbox"/> Nucor Steel - Full Time	06/21/17	07/21/17	1	2	0	Pre-select	Finalized				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> Universal Music Group - Fellowship Program	06/21/17	07/21/17	2	10	0	Pre-select	Sign Up				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> Universal Music Group	06/21/17	07/27/17	Attach	4	0	Pre-select	Sign Up				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> ABC Company - Accounting	06/21/17	08/03/17, 08/04/17	21	20	0	Pre-select	Primary Sign Up				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> Nucor Steel	06/21/17	08/04/17	1	2	0	Pre-select	Primary Sign Up				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> Smithsonian Institution	06/21/17	3 days from 08/10/17 to 08/12/17	2	6	0	Pre-select	In App				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> Universal Music Group - Internship	06/21/17	08/10/17, 08/11/17	Attach	4	0	Pre-select	In App				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> Universal Music Group	06/21/17	08/10/17	2	6	0	Pre-select	In App				<input checked="" type="checkbox"/> Approved ▾
<input type="checkbox"/> American Red Cross	06/28/17	09/07/17, 09/08/17	Attach	8	0	Pre-select	Pre App				<input checked="" type="checkbox"/> Approved ▾

What are the different timeline statuses?



- **Pre App:** Before the schedule is open to student applications
- **In App:** Students can apply to this schedule
- **Pre Sign Up:** Selections are being made for this schedule
- **Sign Up:** Students are signing up for this schedule
- **Finalized:** Students can no longer take slots in this schedule
- **Completed:** This interview has already happened

Common errors to look for in each timeline status:


- **Pre App**
 - How would you review schedules that do not have jobs attached to them?
 - What happens if an employer doesn't have a job attached to a schedule in the **In App** period?
- **In App**
 - How would you reach out to employers with 0 applicants on their schedule?
- **Pre Sign Up**
 - What should you be looking for to identify errors in schedules?
 - What if no primary candidates are selected, will students be able to take slots?
- **Sign Up**
 - Which field can you use to see which students aren't signing up for slots?
- **Completed**
 - Are there any schedules with no slots filled?

How do I see jobs attached to schedules?

1. Hover over the number of **Jobs**

Search		Download	Bulk Actions on All Results	Cre
Approved	Other	All		
Date Received	Interview Date	Jobs	Rooms Requested	Type
06/21/17	07/14/17	3		Pre-select
06/21/17	08/03/17	Attach	10	Pre-select

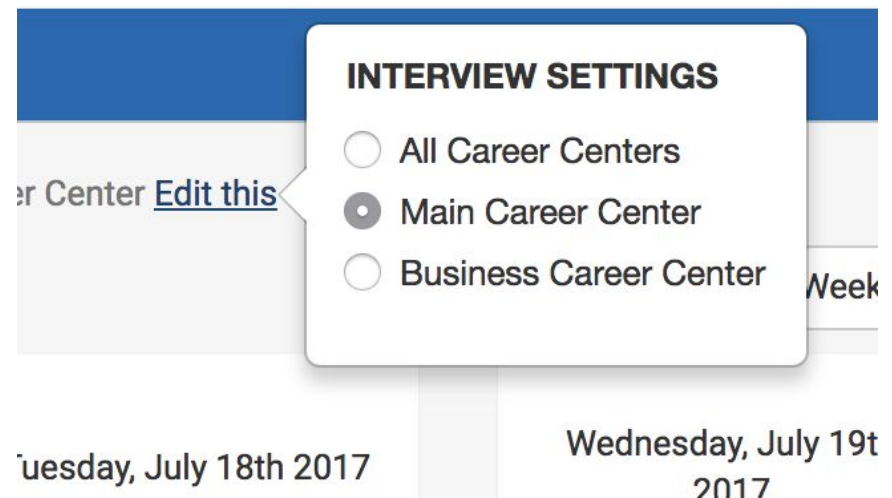
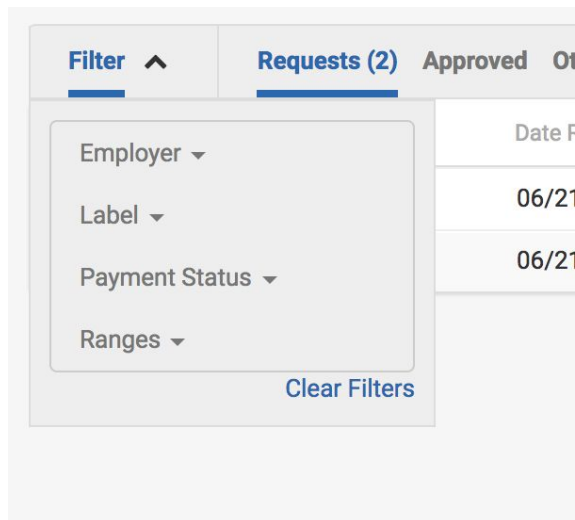
- Product Manager
- Full Stack Engineer
- Customer Success



This update was made to save room to expose more data on this page

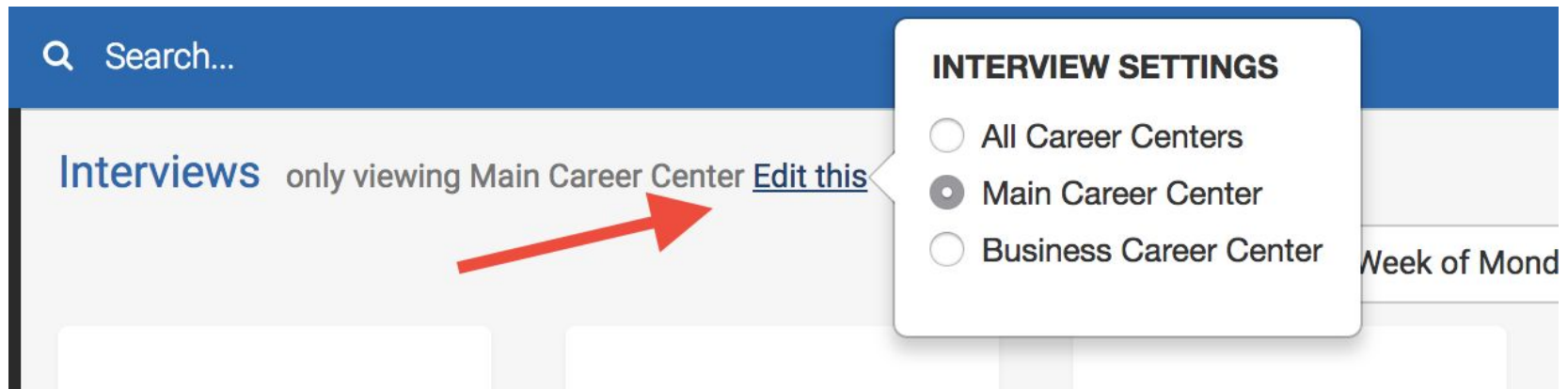
What happened to saved searches?

- Saved searches were not widely used (only **50/7000** staff had them set up) so we have removed the ability to save interview schedule searches
- You can use the filters by clicking **Filter**
- You can filter to only your **career center**



How do I filter to a particular career center?

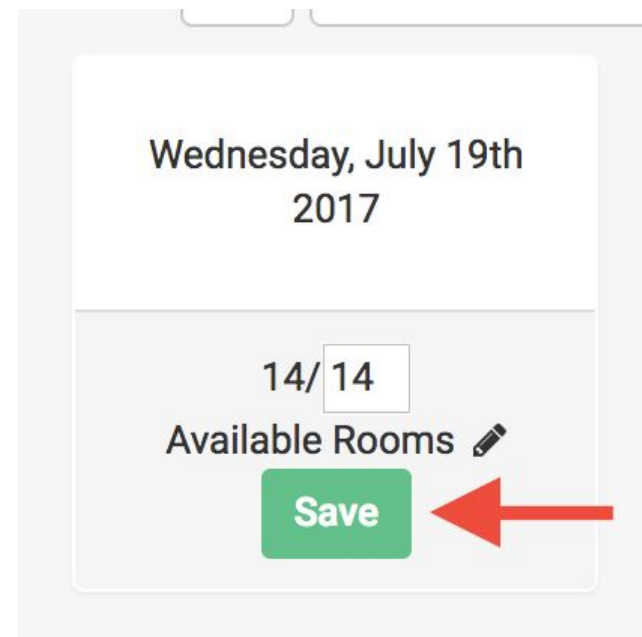
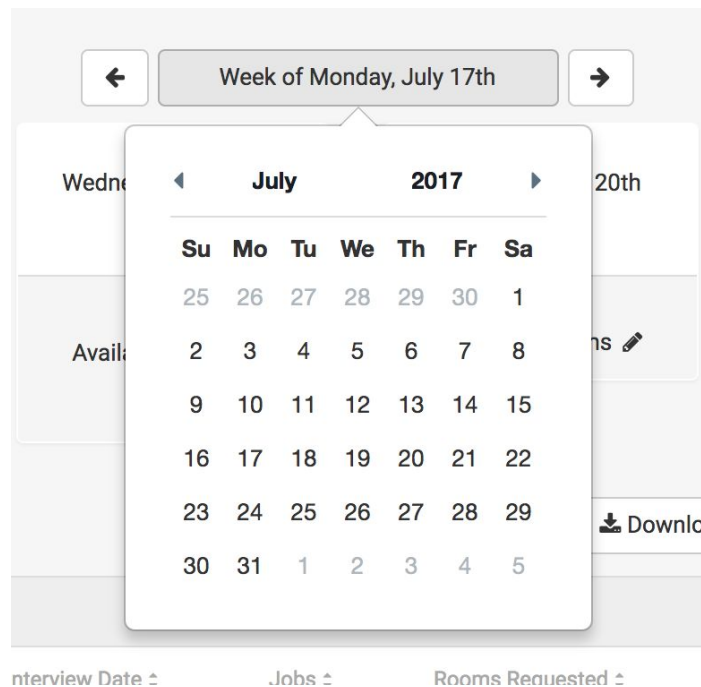
1. Click **Edit this** next to the Interview heading at the top of the page
2. Select your Career Center
3. Note: You can **not** edit room availability if you are viewing all career centers



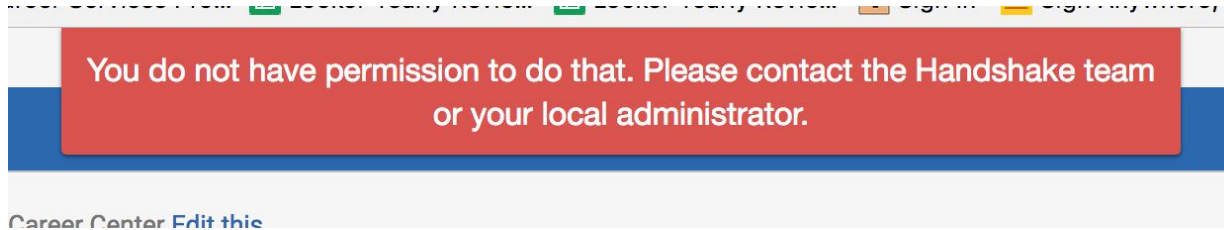
If you do not have multiple career centers setup then you will not see this option.

How do I block out rooms for a particular date?

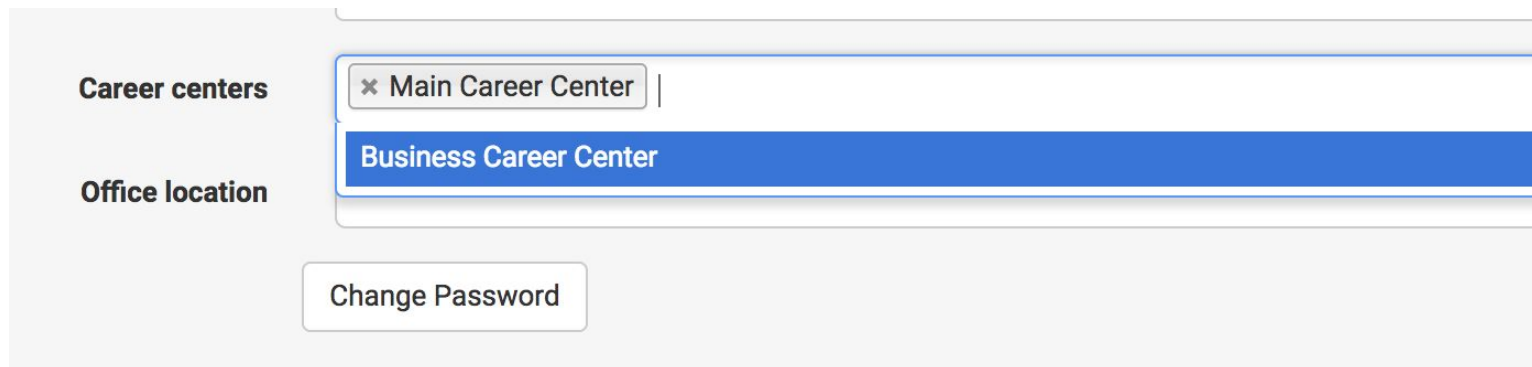
1. Add room availability in the **Interview Preferences**
2. Pick a date from the date selection at the top of the page
3. Click the edit icon on the desired date
4. Change the number of total available rooms
5. Click **Save**



Why would I get a permission denied message when trying to change rooms?

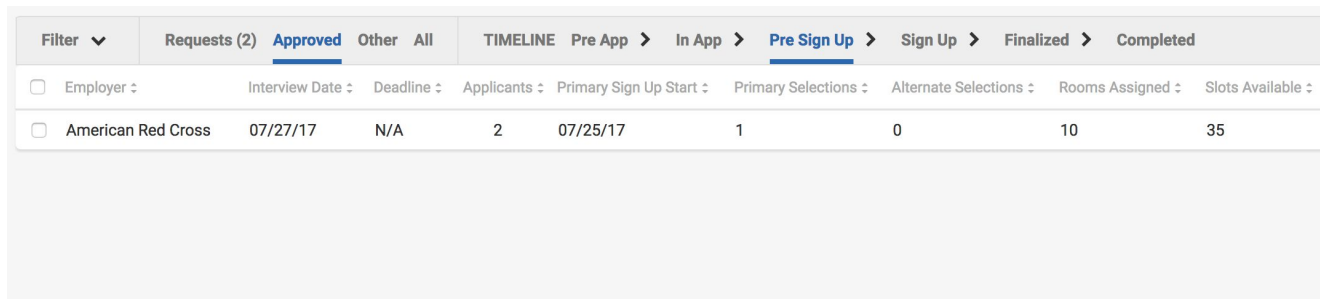


1. You don't have your career center set in your account
2. Click **User Settings**
3. Select the Career Centers that you work with
4. Click **Update Settings**



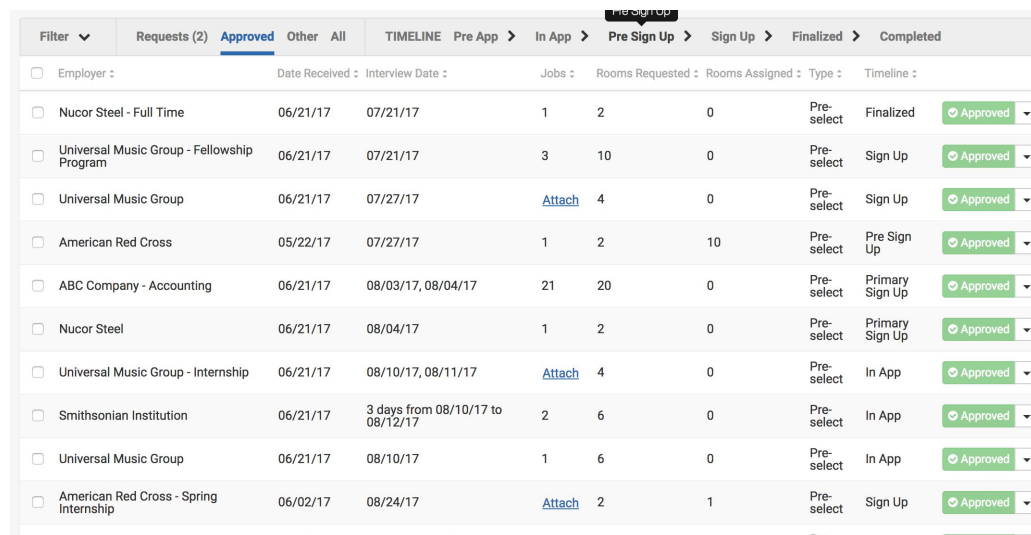
How do I deselect a filter for timeline status?

1. Click the same filter that is selected



The screenshot shows a filter menu at the top of a page. The 'Pre Sign Up' filter is selected and highlighted in blue. Below the filter menu, a table displays data for the 'American Red Cross' employer. The table has columns for Interview Date, Deadline, Applicants, Primary Sign Up Start, Primary Selections, Alternate Selections, Rooms Assigned, and Slots Available.

Filter	Requests (2)	Approved	Other	All	TIMELINE	Pre App	In App	Pre Sign Up	Sign Up	Finalized	Completed
<input type="checkbox"/> Employer	Interview Date	Deadline	Applicants	Primary Sign Up Start	Primary Selections	Alternate Selections	Rooms Assigned	Slots Available			
<input type="checkbox"/> American Red Cross	07/27/17	N/A	2	07/25/17	1	0	10	35			



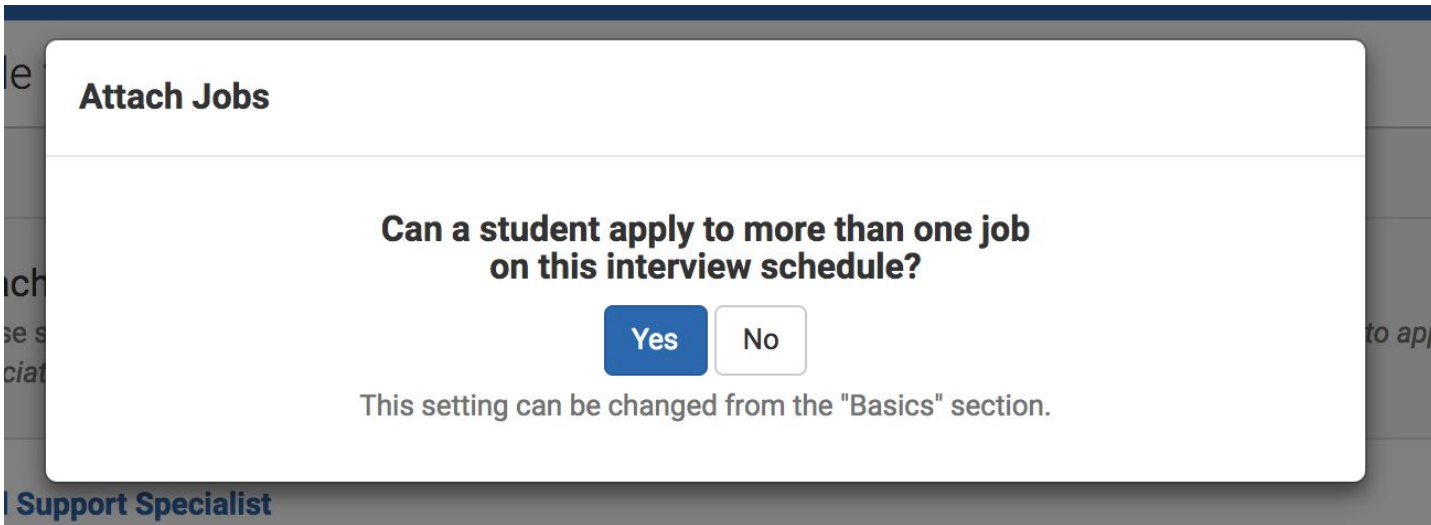
The screenshot shows a main table with the 'Pre Sign Up' filter selected. The table has columns for Date Received, Interview Date, Jobs, Rooms Requested, Rooms Assigned, Type, and Timeline. The table lists various employers and their associated data.

Filter	Requests (2)	Approved	Other	All	TIMELINE	Pre App	In App	Pre Sign Up	Sign Up	Finalized	Completed
<input type="checkbox"/> Employer	Date Received	Interview Date	Jobs	Rooms Requested	Rooms Assigned	Type	Timeline				
<input type="checkbox"/> Nucor Steel - Full Time	06/21/17	07/21/17	1	2	0	Pre-select	Finalized	<input checked="" type="checkbox"/> Approved			
<input type="checkbox"/> Universal Music Group - Fellowship Program	06/21/17	07/21/17	3	10	0	Pre-select	Sign Up	<input checked="" type="checkbox"/> Approved			
<input type="checkbox"/> Universal Music Group	06/21/17	07/27/17	Attach	4	0	Pre-select	Sign Up	<input checked="" type="checkbox"/> Approved			
<input type="checkbox"/> American Red Cross	05/22/17	07/27/17	1	2	10	Pre-select	Pre Sign Up	<input checked="" type="checkbox"/> Approved			
<input type="checkbox"/> ABC Company - Accounting	06/21/17	08/03/17, 08/04/17	21	20	0	Pre-select	Primary Sign Up	<input checked="" type="checkbox"/> Approved			
<input type="checkbox"/> Nucor Steel	06/21/17	08/04/17	1	2	0	Pre-select	Primary Sign Up	<input checked="" type="checkbox"/> Approved			
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<input type="checkbox"/> Smithsonian Institution	06/21/17	3 days from 08/10/17 to 08/12/17	2	6	0	Pre-select	In App	<input checked="" type="checkbox"/> Approved			
<input type="checkbox"/> Universal Music Group	06/21/17	08/10/17	1	6	0	Pre-select	In App	<input checked="" type="checkbox"/> Approved			
<input type="checkbox"/> American Red Cross - Spring Internship	06/02/17	08/24/17	Attach	2	1	Pre-select	Sign Up	<input checked="" type="checkbox"/> Approved			

Blocking Multiple Applicants

How can you limit applications to one job per interview schedule?

1. Attach more than one job to an interview schedule
2. Select whether or not students can apply to more than one job on the schedule



Attach Jobs

Can a student apply to more than one job on this interview schedule?

This setting can be changed from the "Basics" section.

Support Specialist

*Note: Students **can not** take more than one slot on an interview schedule regardless of if they can apply to more than one job*

How can you edit this setting?

1. Click **Edit** on the interview schedule
2. Go to the **Basics** section
3. Check or uncheck the box to: Only allow students to apply to one job attached to this interview schedule?

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.

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.

Where can you see who changed this setting?

1. Go to the overview section of the interview schedule
2. Click the arrow to expand the updates made

Approved June 21 at 5:39pm by [Lakeland University Admin](#)

Approved

Add a Comment...

Add Comment

UPDATED You limited students to applying to one job
Lakeland University Admin · Tuesday, July 18th 2017 7:42 am



ALTERNATE_SIGNUP_START System automatically alternate signup period began for Universal Music Group - Fellowship Program
· Tuesday, July 11th 2017 12:05 am

PRIMARY_SIGNUP_START System automatically primary signup period began for Universal Music Group - Fellowship Program
· Sunday, July 2nd 2017 12:03 am

IN APPLICATION PERIOD System automatically opened the interview schedule for applications

Any manual updates to applicants will allow for duplicate applications!

1. Importing jobs with applicants
2. Manually adding applicants

What does the student see if they have already applied to one job?

- A message that they have already applied to a job connected to that schedule and they will need to withdraw that application in order to apply for this job

 Applications close on July 20th at 11:59 pm

 Favorite

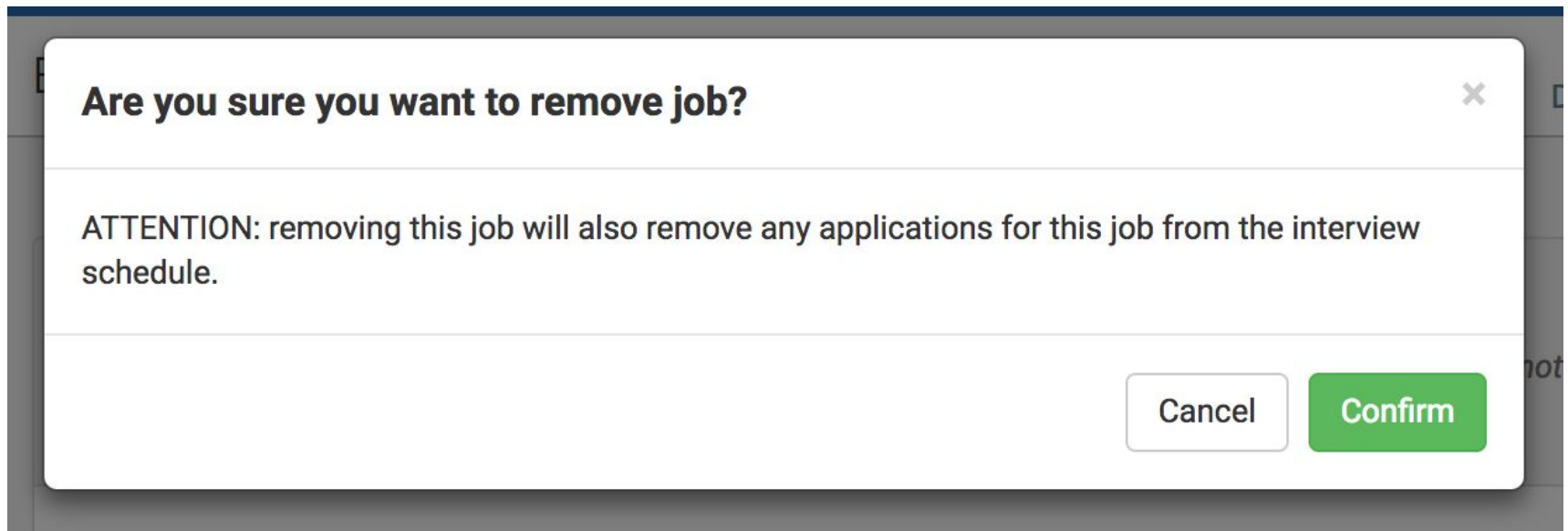
This job is connected to an interview schedule you have already applied for. If you would like to apply to this job instead please withdraw your existing [application](#).

Apply Now

Removing Jobs and Applications

How do I remove a job from a schedule?

- Click edit on the interview schedule or Manage Jobs
- Click **Remove** next to the job



Are there any situations when I can't remove a job from a schedule?

- A student is selected as a primary or alternate candidate
- A student is in a slot

Interview schedule jobs.base Cannot remove a job whose applicants are selected as primary or alternate candidates.

Adding Time to Slots

How do I add time to multiple slots?

1. Select a room from the schedule
2. Click **Bulk Edit Slots**
3. Click **Change Slot Time**
4. **Add or subtract** time from slots

Checked In Not Checked In

Check this box to manually set the students as Checked In.

Shift Slot Times

Add Minutes

This will shift the start and end times by the specified amount of time.

Change Slot Times

Add Minutes

This will add or subtract time from the end of the interview slots and shift the slots to prevent overlapping.

Cancel Save

PDT Assigned Assigned Number 2

Note: This will shift all slots so the times line up correctly!

What happens when I add time to all slots but leave out a break?

1. It will shift all slots and keep them in order

<input type="checkbox"/>	Time	Jobs 6	Student	Interviewer	Room	Checked In?	Swap Requests	Break?	
<input type="checkbox"/>	Unassigned Room Number 1 0/7 Taken ▼								
<input checked="" type="checkbox"/>	9:00 am PDT - 10:00 am PDT	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	No	None		Remove
<input checked="" type="checkbox"/>	10:00 am PDT - 11:00 am PDT	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	No	None		Remove
<input checked="" type="checkbox"/>	11:00 am PDT - 12:00 pm PDT	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	No	None		Remove
<input type="checkbox"/>	12:00 pm PDT - 1:00 pm PDT	—	—	Not Assigned	Unassigned Room Number 1	—	—	Yes	Remove
<input checked="" type="checkbox"/>	1:00 pm PDT - 2:00 pm PDT	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	No	None		Remove
<input checked="" type="checkbox"/>	2:00 pm PDT - 3:00 pm PDT	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	No	None		Remove
<input checked="" type="checkbox"/>	3:00 pm PDT - 4:00 pm PDT	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	No	None		Remove
<input checked="" type="checkbox"/>	4:00 pm PDT - 5:00 pm PDT	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	No	None		Remove

Next steps

**Do you use the “follow”
interview option?**

Interview Details

Follow Interview Schedule

- Rollout of New Features will happen for those in attendance **today** after this training
 - We will also send this deck and additional training resources
- Questions about the updates should go to the Handshake Support Team
- Get certified to train your team on these updates!

Additional Training

- Self Paced Courses: joinhandshake.talentlms.com
- Webinars: teachme.joinhandshake.com
- Handshake Certified Trainers:
teachme.joinhandshake.com/handshake-certified-trainers/
- You can revisit the courses and webinars at any time!

Support

- Help Center:
support.joinhandshake.com
- Use the help center when you're troubleshooting or need detailed instructions
- If you still need help you can create a ticket to contact the team
- Employers and Students can also use the Help Center

Community

- **Handshake Users Group**

- Connect with over 600 career services professionals and counting!
- Post everyday questions, share resources or best practices
- Join here:

<https://groups.google.com/d/forum/handshake-users>

Which update are you the most excited about after learning about them?

Questions!