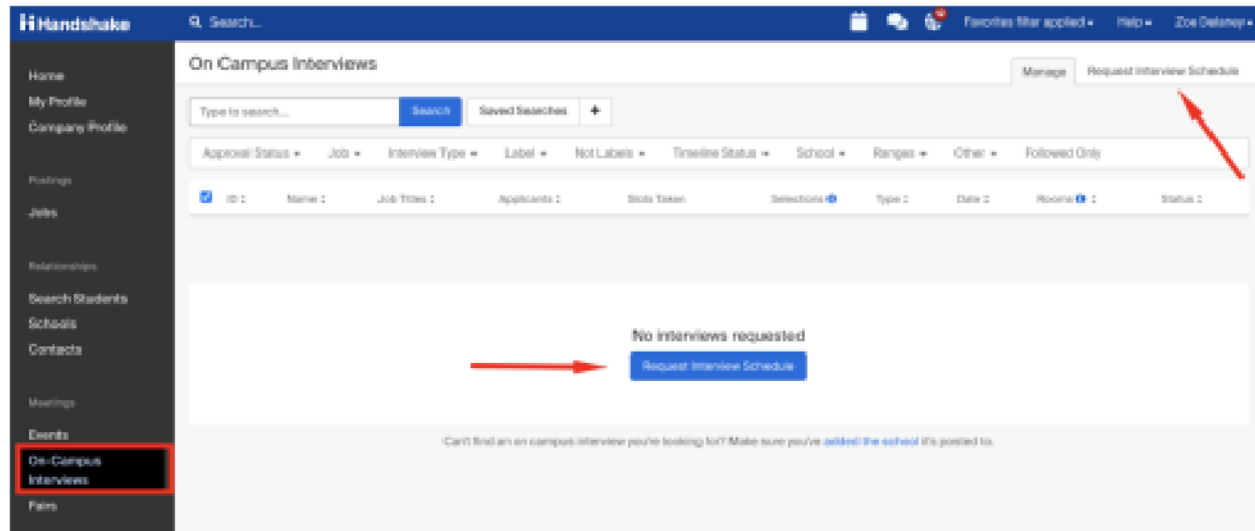# How to Request an Interview Schedule at Kenyon

If you would like to interview applicants on-campus, you will need to request an Interview Schedule with Kenyon College. This article will walk you through the steps to do so!
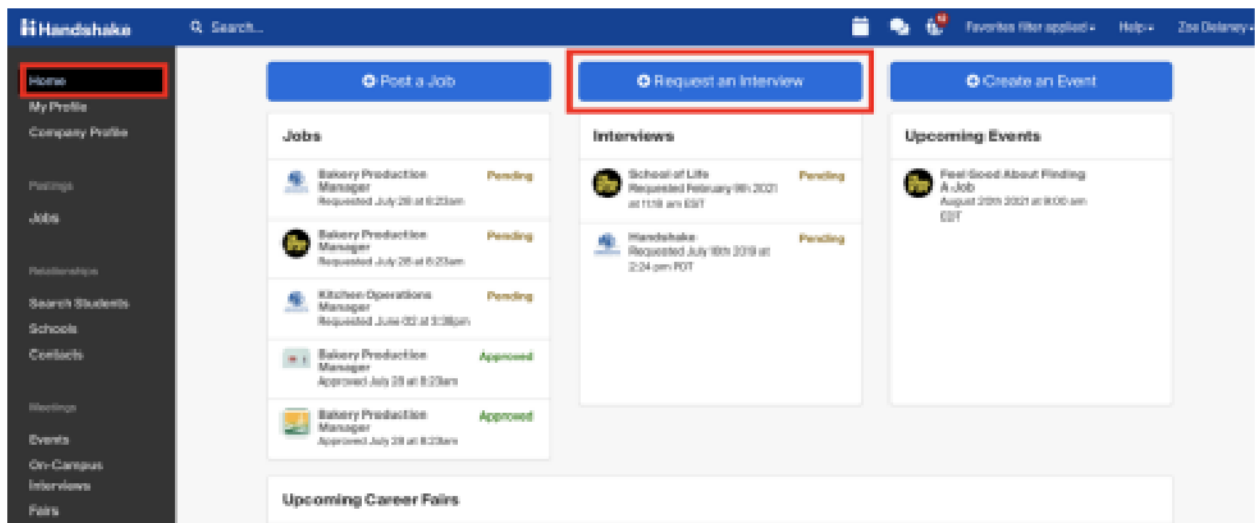
 Requesting an Interview Schedule

Use one of the methods below to open a new interview schedule request:

1. In your Handshake account, click **On-Campus Interviews** in the **left navigation bar**, then click the **Request Interview Schedule** tab in the upper right corner, or in the middle of this page.

2. OR, you can click **Request an Interview** from your **Home** page.

This will take you directly to the "Basics" tab (see below), where you will include all of the basic information for the Interview Schedule including:

- **School:** Select Kenyon College as the school you're requesting the interview schedule with. If Kenyon isn't listed, review the troubleshooting steps in <u>Why can't I request an interview at an approved school?</u>

- **Contacts**: The interviewers from your company who will be present for the interviews. You're welcome to include staff members at your company who do not have a Handshake profile.

- **Name:** Unique name of the interview - i.e, ABC Company Interview Day. This is visible to the school and applicants!

  - **Description:** Describe the interview. Provide any information students might use to prepare for the interview including the format, the number of interviewers that will be present, etc. If you'll administer a skills test or if you'd like the student to bring work samples to the interview, share that information here.

- **Only allow students to apply to one job attached to the interview schedule**: You can set this field if you are attaching more than one job to the schedule.

Once all of the above information is entered, click **Timeline** or **Next** from the tabs at the bottom of the page. This will take you to the "Timeline" page:

Select the date you are interested in interviewing applicants. Use the arrows in the upper-middle of the page to navigate week by week, or click the displayed "Week of DATE" to quickly choose a future date.

When you select the date, enter the below information in the pop-up that appears, then click **Add Date** in the lower-right corner. A pop up window appears:

Add a Date

* **Date**	2021-09-17 📅
Alternate Date	yyyy-mm-dd 📅

If there is another date that works with your schedule please include it here. The career center will choose which date works best at the university.

* **Requested Room Count**	2

How many rooms will you need on this date? Only request rooms that you know you will need.

Details	

If you have any extra details about what the rooms will be used for (especially if more than one room is needed), leave those here for the reviewer. For example "Two reviewers, one in each room".

[Cancel] [Add Date]

● **Date**: The day in which you would like to interview applicants

● **An alternate date:** Select your second choice of date(s) in case the first date is not available. ● **Requested room count:** The number of rooms you will need for an on campus interview. Kenyon has two, private interview rooms you can request. If you need more rooms, or, if you have any questions about availability, please call the CDO office at 740-427-5165 or email cdo@kenyon.edu. ● **Details:** Anything else you'd like to communicate to the CDO Office.

■ If you have any extra details about what the rooms will be used for (especially if more than one room is needed), leave those here for the reviewer. For example "Two interviewers, one in each room".

● Click the blue Add Date to submit and close the window.
Below the date selection, choose from the available timelines listed. Timelines determine how students can sign up for interview slots.

Review Selected Interview Dates

September 21st 2022 (2 Rooms)
2 interviewers in two separate rooms   ✕

Room availability shown is subject to change as other users request interview schedules. Use the refresh button to get the latest availability.

Choose Your Preferred Timeline ⓘ

○ **Room and Scheduling Request (30 Day Application Period)**
Use this option to review applications and select candidates within Handshake. Your primary candidates will be allowed to reserve interview slots first, followed by alternates. All candidates will be notified of their status automatically by email. Please let us know if you would like to adjust the timing by contacting us at cdo@kenyon.edu or calling 740-427-5165.

○ **Room Only Request (30 Day Application Period)**
Use this option to reserve a room for interviews on the Kenyon campus but intend to create your interview schedule separately. Please let us know if you would like to adjust the timing by contacting us at cdo@kenyon.edu or calling 740-427-5165.

Once your timeline is selected, select your interview time slot template. These are the time slots in which you would like to interview students.

Select Your Interview Slot Template ⓘ

○ **Afternoon: 50 min interviews**
1:10 Pm - 5:00 Pm   Average Of 50 Minutes Each
This schedule contains 4 interview slots, 50 minutes each, from 1:10 pm - 5:00 pm.

○ **All Day: 30 min interviews**
8:00 Am - 5:00 Pm   Average Of 30 Minutes Each
This schedule contains 16 interview slots, 30 minutes each, from 8:00 am - 5:00 pm. There is a one-hour lunch at 12:00 pm.

○ **Morning: 30 min interviews**
8:00 Am - 12:00 Pm   Average Of 30 Minutes Each
This schedule contains 8 interview slots, 30 minutes each, from 8:00 am - 12:00 pm.

○ **Morning: 50 min interviews**
8:10 Am - 12:00 Pm   Average Of 50 Minutes Each
This schedule contains 4 interview slots, 50 minutes each, from 8:10 am - 12:00 pm.

○ **Afternoon: 30 min interviews**
1:00 Pm - 5:00 Pm   Average Of 30 Minutes Each
This schedule contains 8 interview slots, 30 minutes each, from 1:00 pm - 5:00 pm.

All Day: 50 min interviews

[< Previous] [Basics] [Timeline] [Jobs] [Review] [Next >]

After you have selected your interview date, interview timeline, and interview slot template, click **Jobs** or **Next** from the tabs at the bottom of the screen to move forward with the request.

Here you will choose the job you would like to attach to this interview schedule. You have the option to:

- **Create a New Job:** Use this option to create a new job and new details, requirements and qualifications.
- **Copy Job Details:** Copy job details from an existing job. This will create a new job posting and will not import any job applicants.
- **Use Existing Job:** Use this option to attach an existing job and its current applicants to the interview schedule. Only active jobs will be available here, no expired jobs will be an option to select.

Note: If you are not ready to post a position you can click **Remind me Later,** this option will send you an email four days before the **Apply Start Date** reminding you to post a position and attach it to the schedule. A job will need to be added by this time.
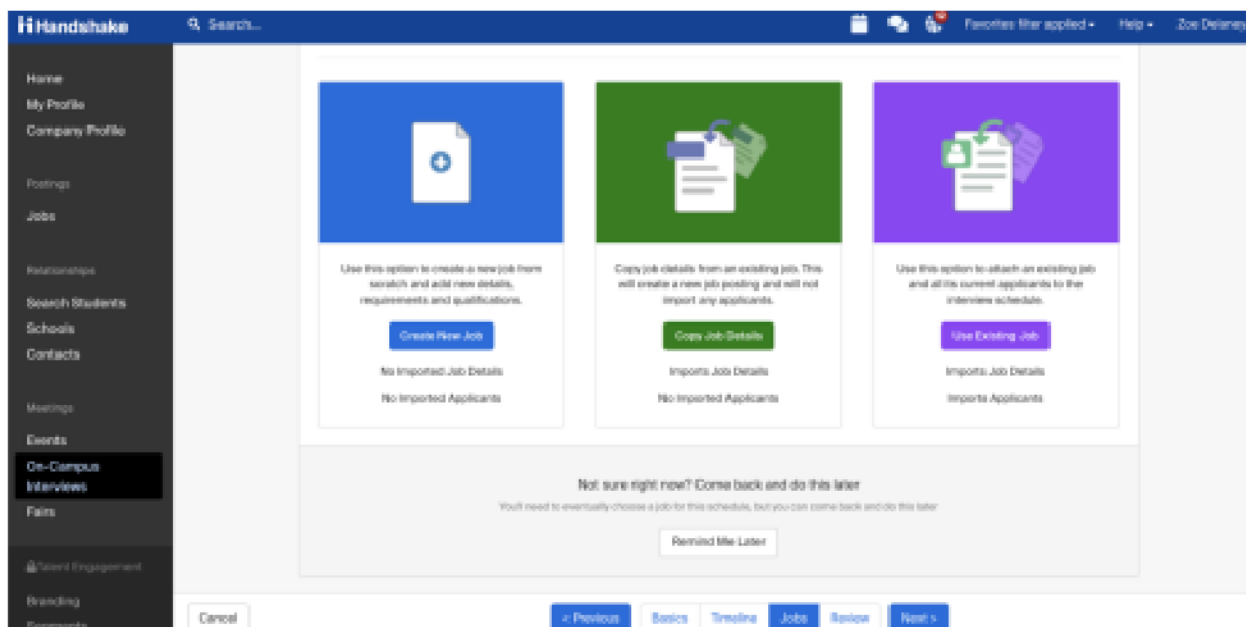
Click **Review** or **Next** from the tabs at the bottom of the page to finalize your request. Review your interview dates and details and go back to any steps you would like to edit.

To edit, click the **Edit** button on the right side of the section you'd like to perform this action on.

When everything is complete, click the green button **Request** to submit to Kenyon.

Your interview schedule will now be sent to the Kenyon CDO Office. You will be notified by email when your schedule has been approved or declined.