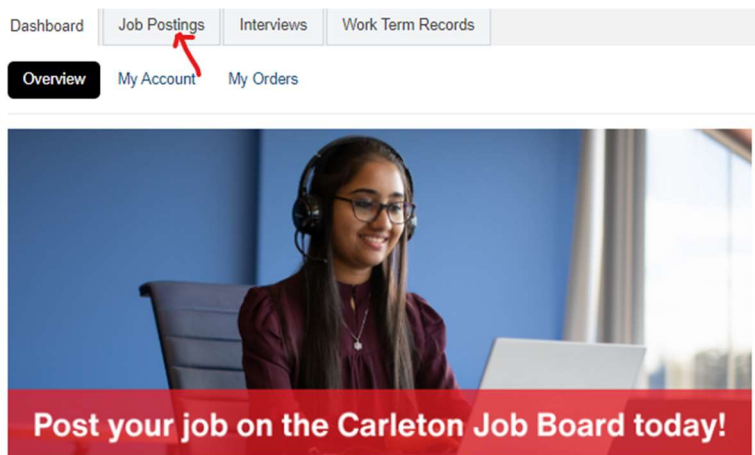


Employer Guide to Selecting Candidates and Submitting an Interview Request

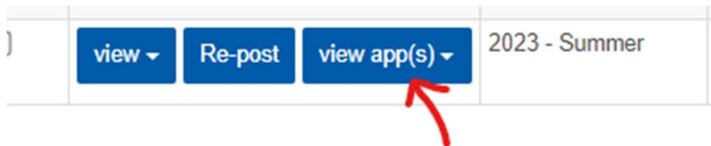
Please follow these step-by-step instructions to 1) Select Interview Candidates and 2) Submit an Interview Request.

1) SELECT INTERVIEW CANDIDATES

a) Log into your [CUHire](#) Account. Click on the 'JOB POSTINGS' tab.



b) On the job posting, click on the 'view app(s)' button.



c) Click the Application Status drop down box for each of your applicants and select either 'Selected for Interview' or 'Not Selected for Interview'. When you are finished, click on the 'Finalize Interview Selections' button.

Overview View Application Bundle Additional Bundle Recipients

Applicants Still Available 1 Applicants Not Available 0 Total Applications 1

Interview Selection has NOT been finalized. Review applicants below and select the ones you want to interview (no downloading required). Once you are finished click on 'Finalize Interview Selections'.

Finalize Interview Selections

SAVED FILTERS: - Select-

TOTAL RESULTS 1 DISPLAYING: 1 - 1

«« « 1 » »»

MAIN				
<input type="checkbox"/> All	ACTIONS	Application Status	Employed	Released
<input type="checkbox"/>	More Info	Application Submitted	No	Yes

«« « 1 » »»

Application Submitted
Application Submitted
Not Selected for Interview
Selected for Interview
Applicaton Delivered

d) Next, a small window will pop up. Click on the 'Finalize and create schedule' button.

Finalize Interview Selection [X]

Currently you have selected :

- 1 applicants to be interviewed

If you are finished your selections, click on "Finalize Selection".
If you are finished your selections and are ready to create your interview schedule, click on "Finalize and create schedule".

Cancel Finalize Finalize and create schedule

2) SUBMIT AN INTERVIEW REQUEST

Next, this will bring you to 'Create New Interview Schedule' and here you will be asked to provide/confirm all of your interview details.

a) Select Job – Your job will automatically be selected. Select your interview type, location & method and click 'Next'.

Create New Interview Schedule

SELECT JOB

Job Posting(s) Selected

✕ PR Test Organization / PR Test Division **Co-op Test Job (144413)**

Optional: Select one or more additional job postings for this schedule.

--select--

Interview Type ←

Specify the "type" of interview schedule this will be.

Individual
Where each job applicant gets booked for a single interview with one or more interviewers at a particular time.

Group
Where an Interviewer interviews a group of job applicants.

Tandem
Where each job applicant gets booked for two "back-to-back" interviews. Each interview is conducted by a separate interviewer who start interviewing at the same time, and thus are able to conduct interviews concurrently.

Location & Method ←

Choose "where" interviews will be held and the method for the interview

Location: Off Campus

Method: Web Conference-(Using you)

Cancel Next >

b) Applicants – View your candidates selected for interview and click 'Next'.

APPLICANTS

Job Applicants

The following applicant has already been selected for an interview for this job position.

Applicant ID	Applicant's Name	Job	Current Credits
100200300	TestStudent,My	PR Test Organization~Co-op Test Job(144413)	

Cancel And Update Applicant Selection

Previous Cancel Next >

c) Dates & Times – Select the length of each interview and if desired, a time buffer between interviews. Enter the date and start & end times and if desired, a break time. For additional date options, click ‘Add Interview/Day’. Click ‘Next’ when finished.

DATE & TIMES

Schedules

How many schedules do you want to create?

You have selected 1 applicants to interview

Interviewers

Length of each interview: 30 minutes

Time buffer between interviews: 0 minutes

Schedule 1

Date: 07/31/2023

Start: 10:30 AM

End: 01:30 PM

Number of breaks: 1

Break 1: 12:00 PM - 1 hour

[Add Interviewer / Day](#)

Previous

Cancel

Next >

d) Adjust Schedule – Enter interviewer name(s), email and other related details. Click ‘Next’.

ADJUST SCHEDULE

Adjust interview length if desired and add Interviewer Details.

Interview Length : 30 minutes

Interview Buffer : 0 minutes

Schedule 1

* Interviewer : Jane Brown, John Smith

* Interviewer email : janebrown@testemail.ca

Interviewer phone : 613.123.4567

Webcam ID: meeting link

Interviewer other information : additional info

* Interview Date : 07/31/2023

Add Slot

Check Other Schedules

11:30 AM - 12:00 PM

12:00 PM - 01:00 PM

01:00 PM - 01:30 PM

Previous

e) Additional Instructions – Enter instructions to staff, interviewees and if applicable, off campus location instructions. Click ‘Next’.

Note, for Web Conference interviews, students will connect with employers online at their scheduled interview time. Please provide students with your web interview information and any special instructions. (Once students select their interview timeslots and you receive your confirmed schedule, please email each student with a meeting link for their interview.)

ADDITIONAL INSTRUCTIONS

Instructions to staff ←

If the date/times we chose does not work, we also have availability on Wednesday, August 2, 9:00 am - 12:00 noon.

Instructions to interviewees ←

Interviews will take place via MS Teams and we will email a meeting link to each student once interviews are confirmed.

Off Campus Location Instructions ←

Previous Cancel Next >

f) Summary – Next, you will reach the final summary page for review. Click on the 'Finish' button to submit your interview request. You're done!

SUMMARY

July 31, 2023	
Interviewer :	Jane Brown, John Smith
Interview Length :	30 mins
Interview Buffer :	0 mins
11:30 AM - 12:00 PM	
12:00 PM - 01:00 PM (BREAK)	
01:00 PM - 01:30 PM	
Staff instructions	
If the date/times we chose does not work, we also have availability on Wednesday, August 2, 9:00 am - 12:00 noon.	
Interviewee instructions	
Interviews will take place via MS Teams and we will email a meeting link to each student once interviews are confirmed.	
Off Campus Location Instructions	

Previous Cancel **Finish**

We look forward to receiving your interview request!

Thank you,

Employer Services
Co-operative Education
Carleton University
w. carleton.ca/employers/
e. co-op@carleton.ca