

**Adding Candidates to Visit Interviews** [Back to top](#)

1. From the Dashboard toolbar, click On-Campus Recruiting
2. Select Visit File from the sub-menu
3. From the Visit File page, select the desired position by clicking the job title
4. From the Visit Details page, click the Resume Drop tab
5. Click the Add Candidate icon
6. From the Select Candidate page, choose the desired (eligible) student
7. Click Add Resume Drop
8. From the Visit Application page, select the resume/CV from the drop-down list
9. Select the cover letter and click Upload Cover Letter (if applicable)
10. If desired, click Preview to view a screenshot of the application
11. Click Apply Now
12. Click Continue

**Admin Module - Interview/Visit Overview**

*Note: The Resume Drop tab will show all applicants that have either applied on their own, or have been added by administration.*

13. Click Invite to change status to "Invited"
14. Once all of the candidates have been added, click Finalize under the Invite List tab  
*Note: With Closed-Only scheduler update, clicking the Finalize icon will notify and prompt candidates to pick an available interview slot.*
15. To view the interview schedule, click the Interviews tab
16. To swap an interview time with another student, click the swap icon next to the desired interview slot  
*Note: The candidate being asked to swap will be notified and prompted to accept or decline the swap request.*
17. To add a candidate to an available interview slot, click the Add Candidate icon located under Actions
18. To print the schedule and/or resumes, click the appropriate icon

**Setting up the Schedule** [Back to top](#)

1. From the Visit Details Page, click the Schedules tab
2. Click Edit (pencil) icon
3. From the schedule page, enter the interviewer's name
4. Confirm the interview room
5. To add a break between interviews, adjust the start time of the appointment following the desired slot for a break  
*Note: All of the remaining slots will adjust to the time change automatically.*
6. To add additional time slots, click the Add icon at either the top or bottom of the schedule list
7. To remove the slot, click the Delete Time Slot icon
8. To block a particular slot, click the Block icon
9. When finished, click Save Schedule
10. To view the current interview schedule, click the Interviews tab
11. To mark a candidate as having attended, click the Attended (calendar) icon
12. To swap interview slot positions between candidates, click the swap icon
13. Select the new order for the interview with the swap

#### Setting up a Rotating Schedule [Back to top](#)

1. From the On-Campus Recruiting sub-menu, click On-Campus Interview File
2. From the On-Campus Interview File page, click ADD
3. From the Organization Information page, enter the organization's name and click Find Organization
4. Select the organization from the results list and click Select/Continue
5. Select the primary contact and click Select/Continue
6. From the On-Campus Interview Details page, enter the necessary information
7. Select the desired interview week round from the drop-down menu  
*Note: To setup an interview week/round, see "Setting Up Interview Weeks/Rounds."*
8. Select the number of schedules  
*Note: For rotating schedules, an even number of schedules must be entered.*
9. Select rotating schedule
10. Enter the remaining information as you would for a normal visit interview schedule  
*Note: The deadline dates will auto-populate based on the selected interview week/round.*
11. Click 'Save'  
*Note: The schedule details will list the total number of schedules and interview slots for each interviewer.*

#### Converting a Visit to a Job Posting [Back to top](#)

1. From the Visit Details page, click the Convert to Job Posting icon
2. Enter the candidate message
3. Click Send

#### Reviewing Candidate Event Activity [Back to top](#)

1. From the Dashboard, click On-Campus Recruiting
2. Click Company Events
3. From the Company Events page, click the desired event for review
4. From the Company Events Details page, click the Student Signups tab
5. To add a candidate, click the Add Student icon
6. To note that a candidate attended the event, mark the Attended icon

#### **\*Dead/DoNotMigrate\***

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