

On-Campus Interviewing Module

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This module is the most complex and process-driven module in GradLeaders Career Center. This overview is comprehensive but be aware that many of the process steps can be turned off by utilizing configuration options. The first step in the process is the employer making an interview request. The employer completes a form that is customizable per school, to inform the school of their intent to interview on campus. The request typically includes a general overview of the position(s) they are interviewing for, the intended audience (1st or 2nd year students, work eligibility needs, etc.), and the employers preferred interview dates. Admin module users can review these requests, modify them, and then approve or decline the request. Approval results in the creation of an on-campus interview (hereafter "visit"). As interview requests are reviewed and/or visits are being set up, schools that have constrained resources with respect to interview rooms may need to use the GradLeaders Career Center room availability function. This is essentially a single screen that tells the user at a glance how many interviews are in use each day, and how many more rooms are available. As an example, if Company XYZ has requested 4 interview schedules on a particular day, the admin user can scan the Room Availability page to see if that many rooms are available prior to approving the request. Once a visit is created, either by request approval or manual entry by an admin user, many dates are established that are critical to the process. These dates are typically defaulted in based on school configuration, either using rolling deadlines or the "Round" concept, where a given week of interviews all have the same deadlines by default. Once the default dates are in place, they can be tailored per visit to meet company needs. The visits are also typically set to utilize one of the schedule templates that the school has established as standard, but again, the admin user can tailor a custom schedule to meet a specific employer need. Visits are typically a mix of "closed" (employer invitational) and "open" (bidding or open sign-up) slots, but any given visit can be any combination of closed and open interviews. As mentioned above, the on-campus process flow is tightly controlled by a series of dates that may vary per visit. The general process flow is: Job Description Due - Employers complete job details by specified date Applications (i.e. Resume Drop) Start / End - Candidates submit resumes and cover letters Invitations Due (i.e. Closed List) - Employers review applicants and make selections Invite Accept Start/End - Candidates can accept or decline employer invitations to interview Bidding Start/End - Candidates that were not invited can bid for open interview slots Final Student Deadline - After scheduling occurs, this is the final date that candidates can withdraw from interviews or swap time slots with classmates Throughout every step of the process, GradLeaders Career Center admin users have full visibility into the activities of employers and students. Admin users can also manually edit/overwrite any data as needed. GradLeaders will enforce the employer and candidate deadlines, but admin users can add and/or remove applicants / invitees / bidders as needed without regard to the system deadlines. Many batch email functions allow administrators to communicate as needed with any subset of candidates associated with a visit. An activity log gives admin users a very granular look at all transactions associated with a visit. GradLeaders Career Center also has a complex algorithm to efficiently fill the interview schedules with the appropriate students, if using the automatic scheduler feature. The administrator typically runs the fill schedule utility following the candidate deadlines for Invite Acceptance and Bidding. For more information on this utility please connect with GradLeaders Support at support@gradleaders.com or contact your CRM. Finally, the admin users and employers can create well-formatted PDF documents for the interview schedules and associated candidate resumes. These PDFs can naturally be printed or simply viewed on-screen as needed. There are many more subtle features available in the On-Campus Interviewing module (back-to-back schedules; fixed vs. mixed visits; resume drop only visits; etc.). Please refer to the many KnowledgeBase articles as needed for more details on these topics. ***Dead/DoNotMigrate***

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