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Add a New Schedule Template [Back to Top](#)

- From the Dashboard, click 'On-Campus Recruiting'
- Click 'On-Campus Setup'
- From the On-Campus Setup menu, click 'List Schedule Templates'
- From the Schedule Templates page, click the Add Template icon
- From the Schedule Templates page, add the appropriate information
- Click 'Update template'

On-Campus Recruiting Visit Setup

Select a slot from the drop-down menus

Select the Slot # that you wish your break to follow

- Click the drop-down menu under the slot start time

For example, if you would like a 15 minute break after Slot #1, adjust the start time for Slot #2 to 9:15.

The system will automatically enter the 15 minute break after the interview slot and adjust the start/end times for the remaining slots

- Repeat this process for additional breaks at other points in the interview schedule

Note: Breaks under 1 hour are designated as "short breaks" and breaks over 1 hour are listed as "long breaks."

- Click 'Update Template'

Designate a Room for OCR [Back to Top](#)

- From the Dashboard, click 'On-Campus Recruiting'
- Click 'On-Campus Setup'
- From the On-Campus Setup menu, click 'List Rooms'
- From the Room Setup page, click the Add Room icon
- From the Room Details page, add the appropriate information
- Click 'Save'

Setting up an Interview Week/Rounds [Back to Top](#)

- From the Dashboard, click 'On-Campus Recruiting'
- Click 'On-Campus Setup'
- From the On-Campus Setup menu, click 'List Rounds'
- From the Interview Week Setup page, click the Add New Interview Week icon
- From the Interview Week Details page, add the appropriate information and dates
- Add the appropriate information for the default values from the drop-down menus

Note: Each date is set for the number of business days to the interview date, including the time of day. Depending on the individual school's preferences, some of the dates may not be applicable.

- Click 'Save'

Note: Selected interview weeks (rounds) will auto-populate the scheduling dates for each on-campus recruiting interview session.

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Dead/DoNotMigrate

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