Admin Module - Visit Details Setup

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For this walkthrough, visit is the generic term used in place of On-Campus Interview. Now that the visit request has been approved and the date for the event assigned, the system moves the admin to the Visit Details page. This page is where all of the details for the visit are entered into the system and all important dates are selected. (Note: The following information is based on the default survey that GradLeaders recommends. Each school may be different based upon school needs and/or business processes. If you require clarification, please feel free to contact support@gradleaders.comÂ or your dedicated CRM.) The survey on the Visit Details page starts with the organization and contact information. The admin can change the Company Contact, or revise the Primary Contact if needed. Next on the survey is the job information. The admin can change the visit date if needed. Next to the visit date is an actionable link for 'Check Date Availability' which will take the admin to the 'Room Availability' page to view other events scheduled for that day and to ensure an adequate number of rooms. Next the admin selects the interview week. These are dates that are typically defaulted in based on school configuration, either using rolling deadlines or the â€œRoundâ€• concept, where a given week of interviews all have the same deadlines by default.Â Once the default dates are in place, they can be tailored per visit to meet company needs.Â Each visit may be directed to a different class audience which can be selected on the Visit Details Page. The admin may select only one class year or multiple class years depending on the position, as well as select what programs are eligible to view the visit. The admin may only select one program, or multiple programs depending on the needs of the employer, and/or the type of job the visit is for. Next the admin selects the schedule templates to use for the visit. 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 â€œclosedâ€• (employer invitational) and â€œopenâ€• (bidding/open sign-up) slots, but any given visit can be any combination of closed and open interviews. Once the admin clicks 'Save' at the bottom of the survey, the system will generate the schedule templates for the number of requested schedules. As mentioned above, the on-campus process flow is tightly controlled by a series of dates that may vary per visit.Â The general process flow is: Job Description Due - Employers complete job details by the specified date. Applications (i.e. Resume Drop) Start/End - Candidates submit resumes and cover letters. Invitations (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. Visits have two different types of visits that it can use, Fixed Visits or Mixed Visits (Fixed and mixed visits are explained further in the knowledgebase article: Fixed and Mixed Schedules). Â In addition to selecting Fixed or Mixed Schedules, the admin will need to choose if this visit is a back-to-back (Back-to-back visits are explained further in the knowledgebase article: Back-to-Back Setup). There are several ways that a candidateÂ can apply to a visit. The standard options are Resume Drop via System (GradLeaders Career Center), Resume Drop via Company Website, and Resume Drop via Email. Most schools using GradeLeaders Career Center prefer to use Resume Drop via System so that the Career Management Office can manage the event in its entirety and not have their candidates to rely on outside systems to post for jobs. In addition to the Resume Drop Options, an employer can choose to have a cover letter be required or optional for each job posting. Visits can be limited to individuals who are authorized to work in the U.S., or open to all to view and apply. The system does have a specific setting to force U.S. Work Authorization. If this setting is enabled, the question 'U.S. Work Auth. Required' on the Visit Details page will determine if a candidate who is not authorized to work in the U.S. will be able to see the visit based on the candidate's profile responses. Following the work authorization is the visit deadlines. Each deadline as mentioned before is pre-filled when the admin selects the interview week and is customizable on a visit to suit the needs of the company and/or school. An admin may also choose to set the visit to be visible to the student, the employer, or both. An admin may wish to do this if the visit is being entered in advance and is being used to hold the company's visit, or if the company knows they will be hiring, but they do not know when or what for and wish to place the request. The rest of the survey is driven from the company information and the job that is being posted. The industry will be preselected based on the company's profile. Following that is the Job Function and Job Location/Region, Work Authorization Required, and Job Description. Each one of these fields is based on information provided by the company and is used for informational purposes for the candidates, employers, and administrators. Once the admin has entered all of the required information, they can click 'Save' at the bottom of the survey to save all of the data to the event record. At this point, any changes to the company industry and or description will not be updated on the visit. Once the event has been saved, the system will route the admin to the View Visits page. ***Dead/DoNotMigrate***

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