Admin Module - Interview Weeks (Rounds)

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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. Â These dates 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. Once the default dates are in place, they can be tailored per visit to meet company needs. Â 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 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. 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, if school is using Bidding feature. 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. Â Admin users can also manually edit/overwrite any data as needed. Â GradLeaders Career Center 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. Â

Below are the steps an admin will need to follow in order to set up an interview week, or interview round. Again, depending on school configuration and settings, these due dates may be specific dates that are the same for all interviews that week or may be an offset, or the number of days prior to the visit date. From the Dashboard, click 'On-Campus Recruiting' Click 'On-Campus Setup' From the On-Campus Setup menu, click 'Round List' From the Interview Week/Round List 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. ***Outdated/Migrate***