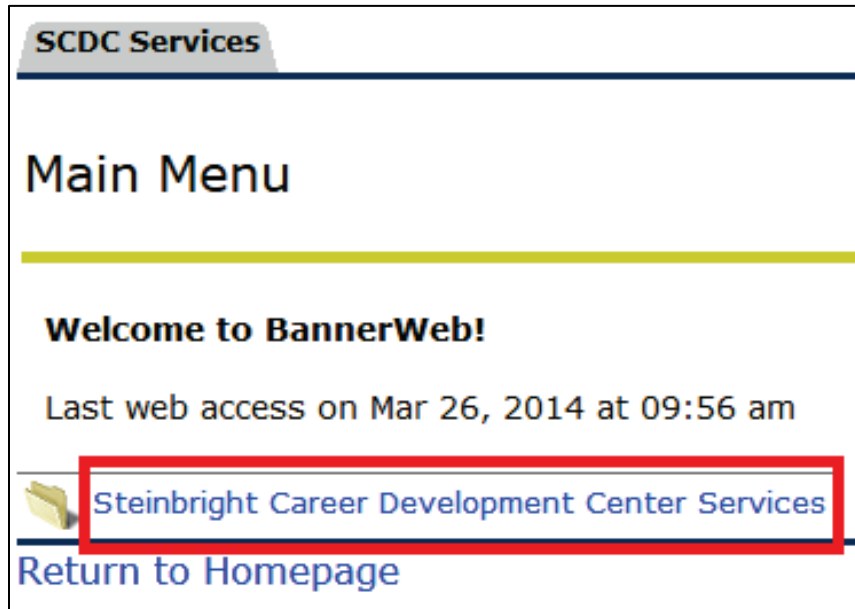


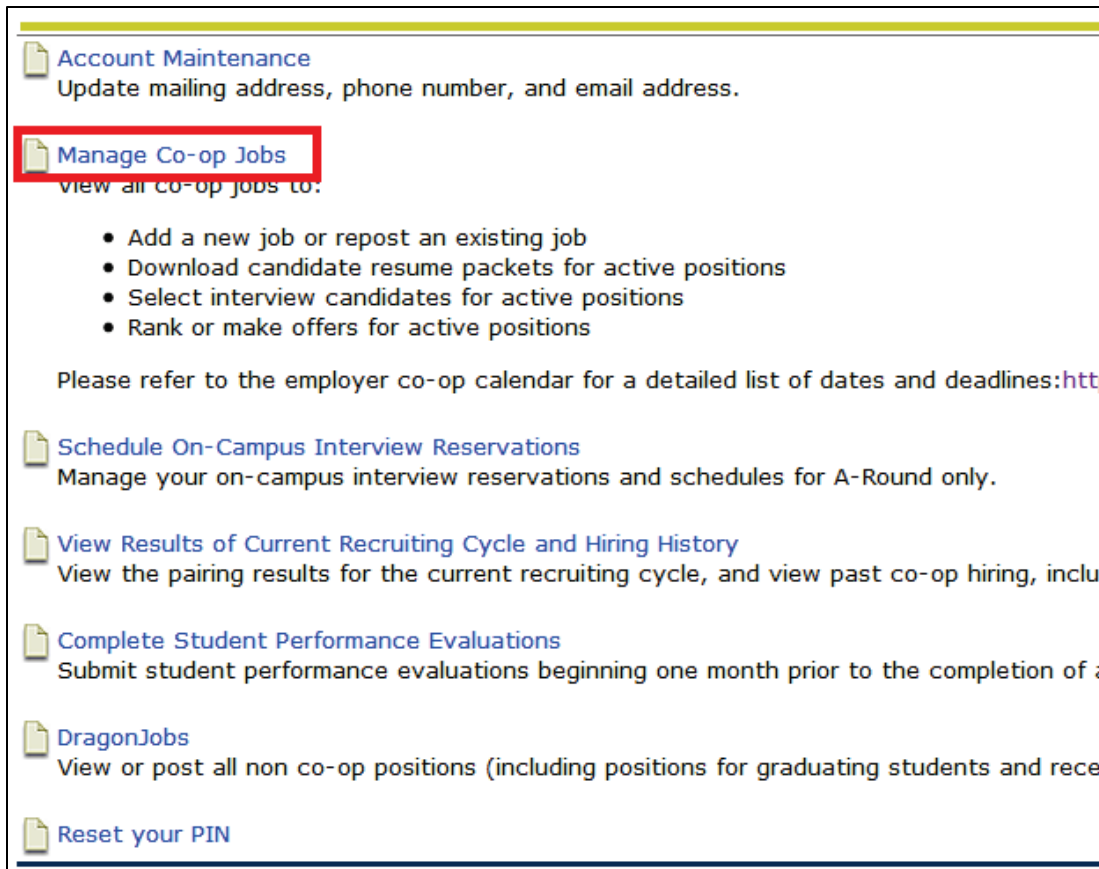
Interview Selections



Step 1:

After logging in, click
“Steinbright Career
Development Center
Services.”

Interview Selections



 [Account Maintenance](#)
Update mailing address, phone number, and email address.

 [Manage Co-op Jobs](#)
view all co-op jobs to:

- Add a new job or repost an existing job
- Download candidate resume packets for active positions
- Select interview candidates for active positions
- Rank or make offers for active positions

Please refer to the employer co-op calendar for a detailed list of dates and deadlines:[http](#)

 [Schedule On-Campus Interview Reservations](#)
Manage your on-campus interview reservations and schedules for A-Round only.

 [View Results of Current Recruiting Cycle and Hiring History](#)
View the pairing results for the current recruiting cycle, and view past co-op hiring, includ

 [Complete Student Performance Evaluations](#)
Submit student performance evaluations beginning one month prior to the completion of a

 [DragonJobs](#)
View or post all non co-op positions (including positions for graduating students and rece

 [Reset your PIN](#)

Step 2:

Click “Manage Co-op Jobs.”



Interview Selections

The image displays two screenshots of the SCDC Services web application. The left screenshot shows the 'Select a Service Type' section with a dropdown menu open, listing 'Co-op Experience' and 'Direct Apply Job Board'. A red arrow points to the 'Co-op Experience' option. The right screenshot shows the same section, but the 'Select Service Type' button is highlighted with a red rectangular box.

Step 3:

Select “Co-op Experience” from the drop-down menu and then click “Select Service Type.”



Interview Selections

Service Type: Co-op Experience

Choose the activity you wish to perform:

Active Jobs

These jobs are the ones that are currently, or will be, active jobs.

Add a new job

Add a brand new job to the system from scratch.

All Jobs

Search all of the jobs you have in the system. Use this for the purpose of reposting them to a new location; or to track down a specific job that you have.

Step 4:

Click “Active Jobs.”



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Career Development Center

Interview Selections

Step 5:

Click
“Select Interview
Candidates.”

*Note: You can edit your
interview instructions by
clicking “Edit interview
instructions”.*

Cycle: Fall (September 2014-January 2015)

Round: A-Round

Job Title / Job City

Job Number: #####

Job Location: North New Jersey

1 opening Interview Loc: On
Campus

[Edit interview instructions](#)

[Select Interview Candidates](#)

Job was approved and was made available for student
viewing on 03/26/2014.

Interview requests received: 7

Interview candidates selected: no

Deadline to select candidates: 05/27/2014



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Interview Selections

There were 7 applicants for this job. [Accept All Eligible](#) [Decline Everyone](#)

 Sophomore ✕ Accounting		Accept	Decline
 Pre-Junior ✕ Accounting		Accept	Decline

Pre-Junior ✕

[Save Selections](#)
[Return](#)

Step 6:

Choose “Accept” or “Decline” for each candidate. Click “Save Selections” at the bottom of the candidate list to finalize selections.

Note: You can edit your interview instructions by clicking “[Update Instructions](#)” at the top of the screen.

Questions?

Contact your co-op coordinator.

Visit our co-op recruiting calendar.



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