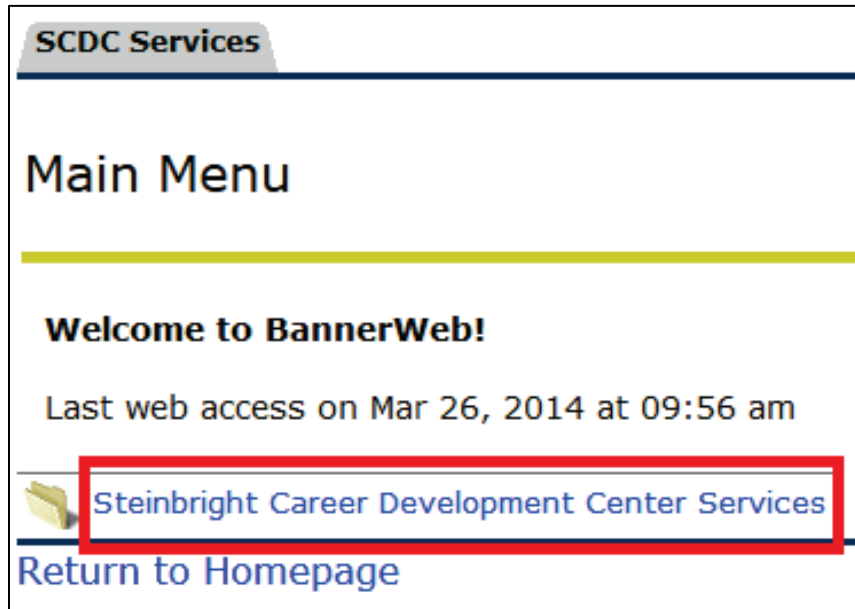


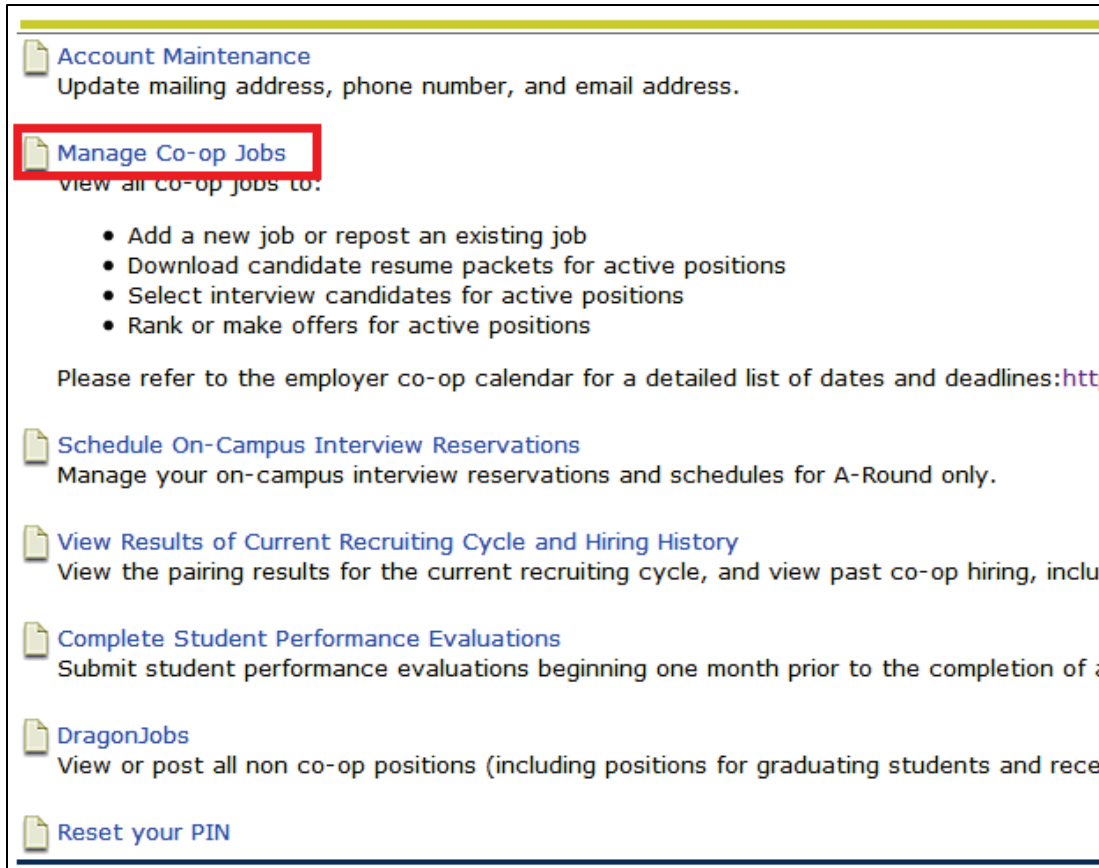
On-Campus Interview Schedules



Step 1:

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

On-Campus Interview Schedules



The screenshot shows a web application interface with a yellow header bar. Below the header, there is a list of menu items, each preceded by a small document icon. The 'Manage Co-op Jobs' item is highlighted with a red rectangular box. Below this menu item, there is a bulleted list of actions and a paragraph of text. Other menu items include 'Account Maintenance', 'Schedule On-Campus Interview Reservations', 'View Results of Current Recruiting Cycle and Hiring History', 'Complete Student Performance Evaluations', 'DragonJobs', and 'Reset your PIN'.

- [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.”



On-Campus Interview Schedules

The image shows two screenshots of a web interface titled "SCDC Services". The first screenshot shows a "Select a Service Type" section with a drop-down menu. The menu is open, showing three options: "Co-op Experience", "Co-op Experience", and "Direct Apply Job Board". A red arrow points to the first "Co-op Experience" option. The second screenshot shows the same interface, but the "Co-op Experience" option is now selected and highlighted in blue. A red box is drawn around the "Select Service Type" button below the menu.

Step 3:

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



On-Campus Interview Schedules

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.

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 to find past jobs for the purpose of reposting them to a new location; or to track down a specific job that you have in the system.

Step 4:

Click “Active Jobs.”



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On-Campus Interview Schedules

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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On-Campus Interview Schedules

Step 6:

Once you select and save your selected interview candidates, click the “Create Interview Room Reservations.”

Service Type: Co-op Experience	
Non-Profit Co.: No	
Return to Job list	
Special Interview Instructions	
Update Instructions	
A-Round interviews will be held on campus. Selected candidates will be contacted directly to schedule interviews in other rounds.	
Interview Location: On Campus	
Change Interview Location	
Job not yet assigned an interview room	
Create Interview Room reservations	
To create an Interview Request for this job for a student, enter the student's UPID to the right, and click "Verify"	
Verify	
Print résumé packets for:	
(Save any choices below before clicking on these links) All Accepted	

Note: You cannot create an interview schedule until you have selected your interview candidates.



On-Campus Interview Schedules

Step 7:

Click the link for the A-Round of the appropriate co-op cycle.

Interview Room Reservations
Select an available round below
Interview scheduling through SCDOnline is only available for A-Round on-campus interviews.
Fall (September 2014-January 2015) - A-Round

Note: This will say either “Fall” or “Spring.”

On-Campus Interview Schedules

The On-Campus Interview Period is **June 4th to June 6th, 2014**

You are currently able to make **1** room reservation for this interview period.
If you need more rooms, contact your co-op coordinator.

Click the date for each "New Reservation".
Each reservation represents one interview room on the day selected.
Click "Make Reservations" to save.

Reservation	Action	Available Dates		
		6/4	6/5	6/6
New Reservation	None ☒	☐	☒	☐
Make Reservations				

Step 8:

Select the date you would like to create a reservation for by clicking the appropriate button for an available reservation ("New Reservation") and the date of choice. Click "Make Reservations" to reserve that date.

On-Campus Interview Schedules

Reserved 06/05/2014 with **Reservation Id 4870** Note reservation ID number.

The On-Campus Interview Period is **June 4th to June 6th, 2014**

You are currently able to make **1** room reservation for this interview period.
If you need more rooms, contact your co-op coordinator.

Create an interview schedule by clicking on the "X" for each reservation.

Reservation	Action	Available Dates		
		6/4	6/5	6/6
4870	Remove ☐		X	

Make Reservations

Step 9:

Click the “X” for the reservation to build the interview schedule.

On-Campus Interview Schedules

Set the schedule for Reservation Id 4870 for June 5th.
Note: Select the approximate start times for the Breaks (Morning, Lunch, Afternoon) below. The exact times will be determined based on the Start Time and Interview Length selected.

Start Time
9:00 AM ▼

Interview Length
30 minutes ▼

	Start	Length
Morning Break (Optional)	- None - ▼	- None - ▼
Lunch (Optional)	12:00 Noon ▼	1 hour ▼
Afternoon Break (Optional)	- None - ▼	- None - ▼

End of Day
5:00 PM ▼

Type of Interview
Single-Job ▼

Single-Job interviews: See a student once per job they might be interviewing for.
Combined-Job interviews: See a student only once, no matter how many of your jobs they might be interviewing for.

Step 10:

Build your schedule by indicating your start time, length of interview, and break preference (morning/lunch/afternoon).

Note: Earliest recommended start time is 8:30 and “end of day” should be set to 5 pm.

On-Campus Interview Schedules

Choose what to do after you press "Save Schedule":

- ☐ Set the schedule of another reservation, or view the reservation summary.
- ☒ Link jobs to your scheduled reservations.
- ☐ Review the changes you have made.

Save Schedule

Reset Page

Step 11:

Once you have set your schedule, scroll down and click “Save Schedule.”



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On-Campus Interview Schedules

Step 12:

Review the schedule you created to confirm your scheduled breaks and that the number of interview slots matches the number of interview candidates you selected.

- If incorrect, click “[Edit Interview Schedule](#)” to make changes and return to **Step 10** for guidance.
- If correct, proceed to **Step 13**.

The On-Campus Interview Period is June 4th to June 6th, 2014

To finalize your reservation, select the job(s) that correspond to the schedule shown below.

Selected Reservation Id: 4870 for Thursday, June 5th, 2014

9:00 AM	Interview - 30 minutes
9:30 AM	Interview - 30 minutes
10:00 AM	Interview - 30 minutes
10:30 AM	Interview - 30 minutes
11:00 AM	Interview - 30 minutes
11:30 AM	Interview - 30 minutes
12:00 Noon	Lunch
1:00 PM	Interview - 30 minutes
1:30 PM	Interview - 30 minutes
2:00 PM	Interview - 30 minutes
2:30 PM	Interview - 30 minutes
3:00 PM	Interview - 30 minutes
3:30 PM	Interview - 30 minutes
4:00 PM	Interview - 30 minutes
4:30 PM	Interview - 30 minutes
5:00 PM	End of Day

Interview Type: **Single-Job** - One interview, one job [Edit Interview Schedule](#)



On-Campus Interview Schedules

5:00 PM End of Day

Interview Type: **Single-Job** - One interview, one job [Edit Interview Schedule](#)

[Return](#) to On-Campus Reservations page

Link Job **Unlink Job**

[Select](#) Job Title / Job City (#####)

Reservations: -- None --

[Return](#) to On-Campus Reservations page

Step 13:

Scroll down to select the appropriate job(s) to link the reservation.

When finished, click the “**Return**” button to go back to the On Campus Interview Main Menu.

- If additional reservations, proceed to the *Step 14*.
- If no additional reservations, this is the final step.

On-Campus Interview Schedules

The On-Campus Interview Period is June 4th to June 6th, 2014

You are currently able to make **1** room reservation for this interview period.
If you need more rooms, contact your co-op coordinator.

Reservation	Action	Available Dates		
		6/4	6/5	6/6
4870	Scheduled		X	

[Link Jobs](#) for this term and round.

Make Reservations

Step 14:

Review all reservations by clicking “[Link Jobs](#).”

If you need to create additional reservations, return to **Step 1**.

- If you need additional reservation slots, please contact your co-op coordinator.*



On-Campus Interview Schedules

[Return](#)
[to Reservations Summary](#)

Reservations

Reservation Id **4870** **Confirmation of reservation with linked job**
Linked Jobs: #####
Date: **Thursday, June 5th, 2014**
Start Time: 9:00 AM Interview Length: 30 minutes Lunch: 12:00 Noon, 1 hour End Time: 5:00 PM Total Interview Slots: 14
Interview Type: Single-Job

Jobs

Job Title / Job City (#####) **Confirmation of job with linked schedule**
Linked Reservations: 4870

[Return](#)
[to Reservations Summary](#)

Step 15:

Review the detailed summary of all on-campus interview reservations to confirm that all reservations and jobs are linked. Click the **reservation ID** to edit any reservation.

- *If no reservation changes, this is the final step.*
- *If you need to edit a reservation, proceed to **Step 16**.*



On-Campus Interview Schedules

5:00 PM

End of Day

Interview Type: **Single-Job** - One interview, one job

Edit Interview Schedule

Return

to On-Campus Reservations page

Link Job

Unlink Job

Job Title / Job City (#####)

Reservations: 4870 (S)

Undo

Return

to On-Campus Reservations page

Step 16:

To edit a schedule, click “**Undo**” to unlink the job(s). Then, click “**Edit Interview Schedule**,” and return to **Step 10** for guidance.



Questions?

Contact your co-op coordinator.

Visit our co-op recruiting calendar.



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