

ON CAMPUS INTERVIEWS

How to request on campus interviews at California University of Pennsylvania

1. Log onto/create your Handshake account: <https://app.joinhandshake.com/>
2. Click **Interviews** on the left navigation bar.
3. Fill out the basics section of the form.

School: Select California University of Pennsylvania.

Note: You will only be able to choose from schools at which you've been approved and those schools must be in their interview period. If California University of Pennsylvania does not appear in your drop-down list of available schools, read [How do I request access to a school?](#) to learn more about how to get approved.

Contacts: The interviewers from your company who will be present for the interviews.

Note: You're welcome to include staff members at your company who do not have a Handshake profile.

Interview Schedule Name: PLEASE LEAVE BLANK

Description: Describe the interview. Provide any information students might use to prepare for the interview including the format, the number of interviewers that will be present, etc. If you'll administer a skills test or if you'd like the student to bring work samples to the interview, share that information here. Please also include and required qualifications, including major and class level.

Only allow students to apply to one job attached to the interview schedule: You can set this field once more than one job is attached to the schedule.

4. Click **Timeline** from the steps at the bottom of the screen.

Note: The Career & Professional Development Center is able to offer a maximum of 3 interview rooms. Rooms 138D and 138E have a maximum occupancy of 2. Room 138D includes a computer and telephone. Room 138K includes a telephone and can comfortably hold 6 individuals. Room 139 can comfortably hold 10 individuals and includes a television which can be connected to a variety of devices. All rooms are Wi-Fi accessible. Our interview seasons run from early September to early December and from late January to early May. If you have any questions about availability of rooms or dates/times, please contact our office at 724-938-4413 so that we can best accommodate your needs.

5. Select your interview timeline.

Open Interviews: Students that pass your specified qualifications are immediately permitted to select and schedule interview time slots.

Preselect Continuous: Students are permitted to select and schedule interview time slots once you have manually approved their application/resume.

Preselect: You will be able to select primary and alternate candidates after application period. Primary candidates will then be able to select and schedule interview time slots. After 2 days of primary candidate sign up, alternate candidates will be able to select and schedule during remaining interview time slots.

6. Select the time slots you would like to interview students in. These are time slots that are accepted at the university you are interviewing at.
7. Once you have selected your interview date, interview timeline and interview slot template you can move to the next step which is **Jobs**.

Create a New Job: Use this option to create a new job and new details, requirements and qualifications.

Copy Job Details: Copy job details from an existing job. This will create a new job posting and will not import any job applicants.

Use Existing Job: Use this option to attach an existing job and its current applicants to the interview schedule.

Note: If you are not ready to post a position you can click Remind me Later, this option will send you an email four days before the Apply Start Date reminding you to post a position and attach it to the schedule.

8. When you are ready to move on select **Review** from the bottom tabs. Review your interview dates and details and go back to any steps you would like to edit.
9. Select **Request**. Your interview schedule will now be sent to the Career & Professional Development Center at Cal U and will go into a pending status at the university. Once ensuring that your requested day and time is available, you will receive a Handshake notification that your interview has been approved. Here you will find important information regarding your visit, including parking instructions.