

## Employer Hire a Flyer Instructions \*On-Campus Interviews Module\*

*Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the “First Time / Overview” instructions under Employers: <http://careers.udayton.edu/instructions.asp>*

1. To request full-time or internship interview schedules, click **Employer Login** in the Career Services web site: <http://careers.udayton.edu>. Enter your username and password, click **On-Campus Interviews**, then **New Schedule Request**. Fill in the **Posting Information, Requirements** and **Interview Request Preferences** (please list several dates in the Preferred Interviews Date box). **Save** at the bottom of the screen. You will be contacted within two days after submitting your request for approval.

For Co-op schedules, call 937.229.2064 ([co-op@notes.udayton.edu](mailto:co-op@notes.udayton.edu)). You should *not* create a new job posting. Job postings and schedules are two separate groupings in Hire a Flyer.

2. This module is designed to manage current schedules. There are two main types of schedules, Open and Pre-select.

- **Open** – This schedule allows students to sign up for an interview slot on a first-come-first-served basis if they match the set criteria.
- **Pre-select** – This type of schedule involves students submitting an interview request to the recruiter. The recruiter selects the students to interview, then students sign up for timeslots.
- **Both open and pre-select** - A pre-select schedule up to a pre-determined date. Then, if not all the slots are filled by that date, the schedule changes to open.

3. Once the schedule has been created, click **On-Campus Interviews** in the navigation toolbar to view the schedule(s). This list shows an overview of the schedule. To see the full details, click on the ID number.



• **Review and manage a schedule** - click the schedule ID of the schedule you wish to manage.  
• **Sort the list of schedules** - click on any column heading.

ID	Job Title	Job Location	Interview Date	Current Signup Method	Status
2	Partner in Crime	Arizona	03/11/2005, 04/25/2005		Active
4	Court Jester	Detroit, MI	03/11/2005, 04/25/2005, 04/25/2005	Submit Interview Request	Active
6	Human Shield	Anywhere I go...	03/11/2005	Sign-up Closed	Active

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4. The full timeline of the schedule can be viewed on the detail page. To modify this, please contact the Career Services office.

Timeline	
Date	Signup Method
3/3/2005	Submit Interview Request
4/8/2005	Closed for Employer Selection
4/15/2005	First Come First Served Sign-up
4/19/2005	Alternate Sign-up
4/22/2005	Sign-up Closed

Pre-select  
Change to open  
End of sign-ups

5. Click on the date to view the detailed schedule for the interview date. In the **Pre-Select Activity** box, view how many students have submitted requests. Click **Manage List** to view each student on the list (see #6).

Sessions				
Interview Date	Interview Location	Recruiter	Session Information	Status
<a href="#">4/25/2005</a>	Career Center - Intv Rm 3	Rick Harris	Bring official transcript and a GREAT attitude!	Active
<a href="#">4/25/2005</a>				Active
<a href="#">3/11/2005</a>				Active
1				

**Preselect Activity** [\[Manage List\]](#)

Students on List: 1

Click to view detailed timeslot schedule

Click to view all students on the list

6. A resume packet can be created at the bottom of this screen by selecting **Create Packet**. Click the students' names to view their details or Submitted Documents to view their resume. Until the schedule is **Closed for Employer Selection** (on the timeline), the list can only be reviewed (see Example 1). When it has reached the closed date, select Accepted, to allow an interview slot, or Not Accepted (see Example 2).

**Example 1**

Manage Preselect Activity			
First Name	Last Name	Status	Submitted Documents
<input type="checkbox"/> <a href="#">testtwo</a>	<a href="#">testtwo</a>	On Schedule	
<input type="checkbox"/> <a href="#">Janis</a>	<a href="#">Joplin</a>	Requested	

check to email packet to self

**Create Packet**

Click to view student detail page

Shortcut to student resume

**Example 2**

Manage Preselect Activity			
First Name	Last Name	Status Selection	Submitted Documents
<input type="checkbox"/> <a href="#">Greg</a>	<a href="#">Phillips</a>	<input checked="" type="radio"/> Accepted <input type="radio"/> Not Accepted	
<input type="checkbox"/> <a href="#">Janis</a>	<a href="#">Joplin</a>	<input type="radio"/> Accepted <input checked="" type="radio"/> Not Accepted	

check to email packet to self

**Create Packet**