

Interview Selections



DREXEL UNIVERSITY
Steinbright
Career Development Center

Secure Access Login

User ID:

PIN:

Need assistance?

Have feedback?
Contact your co-op coordinator or the [Steinbright Operations team](#).

Step 1:

Log in to

employer.steinbright.drexel.edu

using your existing Drexel
credentials.

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The screenshot displays the CO-OP EMPLOYER PORTAL interface. At the top, the Drexel University Steinbright Career Development Center logo is on the left, and the date 'April 15, 2015' with 'Help - Logout' links is on the right. Below the header, there are navigation tabs for 'Home' and 'History'. The main content area features a calendar for 'APRIL 2015' with a 'today' button and navigation arrows. The calendar shows dates from 30 to 1, with several dates highlighted in green and red. To the right of the calendar, there are three sections: 'Coordinator' with contact information, 'Access SCDCOnline' with a red box around the 'Manage Co-op Jobs' link, and 'Quick Links' with a link to 'Full Co-op Recruiting Calendars'.

Home History

APRIL 2015 today < >

Mon	Tue	Wed	Thu	Fri
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
20	21	22	23	24
Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016				
27	28	29	30	1
Post A-Round Co-op Job Descriptions for Fall/ Deadlines: Post				

Coordinator

Coordinator: Coordinator Name
coordinatoremail@drexel.edu
(215) 895-####

Access SCDCOnline

Manage Co-op Jobs

Schedule On-Campus Interview Reservations

Complete Student Performance Evaluations

Quick Links

Full Co-op Recruiting Calendars

Step 2:

Click “Manage Co-op Jobs.”

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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 in the system.

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 feature to search for past jobs for the purpose of reposting them to a new location; to track down all of them; or to track down a specific job that you are interested in.

Step 3:

Click “Active Jobs.”



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Step 4:

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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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 5:

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.

Feedback on the new system?

[Let us know!](#)

[Visit our co-op recruiting calendar.](#)

