

On-Campus Interview Schedules



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.

On-Campus Interview Schedules

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 yellow. To the right of the calendar, there are several 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'.

Step 2:

Click “Manage Co-op Jobs.”

If you have already selected your interview candidates, you can click “Schedule On-Campus Interviews” and skip to Step 6.

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 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 to search for 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 3:

Click “Active Jobs.”



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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

Step 4:

Click

“Select Interview Candidates.”

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



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Step 5:

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](#)



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Step 6:

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.”



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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 <input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="button" value="Make Reservations"/>				

Step 7:

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 <input type="checkbox"/>		X	

Make Reservations

Step 8:

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

Morning Break (Optional)	Start - None -	Length - None -
Lunch (Optional)	Start 12:00 Noon	Length 1 hour
Afternoon Break (Optional)	Start - None -	Length - 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 9:

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 10:

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



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Step 11:

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 9** for guidance.
- If correct, proceed to **Step 12**.

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 12:

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 13*.
- 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 13:

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 14:

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**.*



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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 15:

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.

Feedback on the new system?

[Let us know!](#)

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

