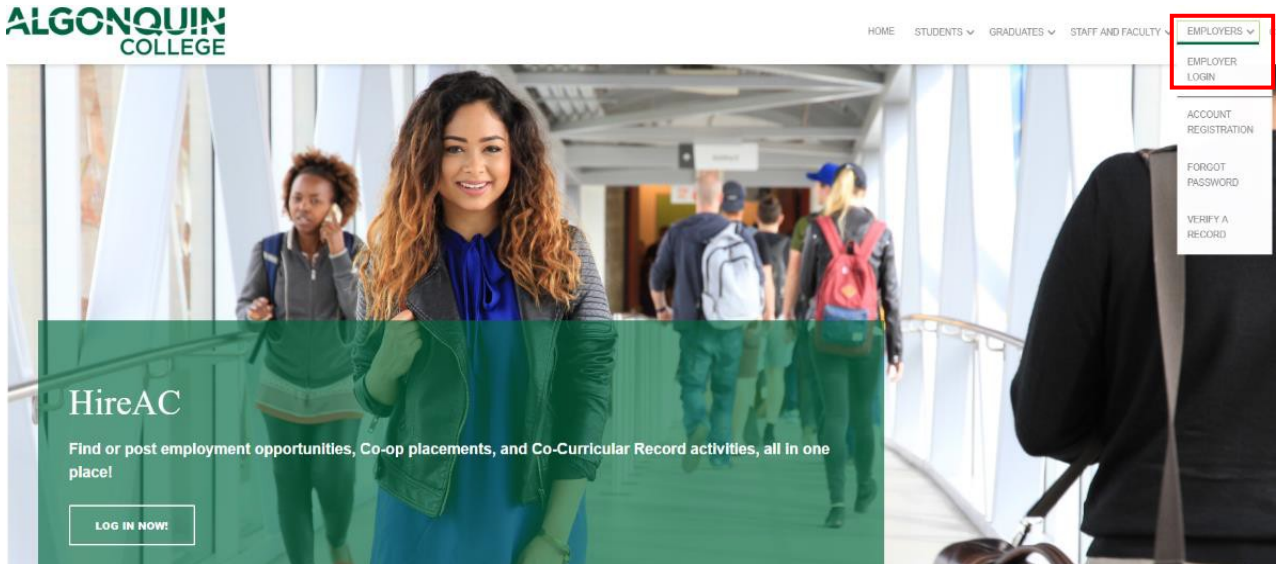


# HireAC Co-op Interview Request Guide

Please see the step-by-step instructions below for how to schedule co-op interviews.

1. Log into [HireAC](#) – HireAC.ca



2. Click the “Job Postings” tab on the **dashboard**. Then click “view apps” (this option will only appear once the job posting has closed and the internal status is 'Expired - Apps Available')

	Term	Job Id	Job Title	Organization	Division	Status
<input type="checkbox"/>	2021 - Fall	66735	Test - Co-op Student (Co-op Employment)	ABCD Company (Test)	Main Office	Expired

3. Under the heading “Application Status,” use the drop-down menu to select your preferred candidates.

To select a candidate for an interview; change the status from “**Application Submitted**” to “**Selected for Interview**” from the dropdown list in the “Application Status” column.

Once you have selected your candidates, it is recommended that you change the status of all the unsuccessful candidates from “**Application Submitted**” to “**Not Selected for Interview**”

1 result(s) currently selected

<input type="checkbox"/> All	Application Status	Employed	Released	Application Package	Student Username	First Name	Last Name
<input checked="" type="checkbox"/>	Selected for Interview	No	Yes	Options	40572141	Engin	Arslan
<input type="checkbox"/>	Application Submitted	No	Yes	Options	40105400	Glenn	Macdonald

Application Submitted  
Not Selected for Interview  
Selected for Interview

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**Important:** If you do not complete your candidate selection **BEFORE** you submit your interview request, no candidates will be selected and you could miss out on hiring candidates.

To set up an interview schedule, click on the three dots action button near the bottom right of the page and then select “Interview Options”, followed by “Create an Interview Schedule”

Posting Detail Applications 2 Interviews Rankings Work Term Records 0

Overview View Application Bundle

Applicants Still Available 2 Applicants Not Available 0 Total Applications 2

SAVED FILTERS: - Select-

TOTAL RESULTS 2 DISPLAYING: 1 - 2

<input type="checkbox"/> All	Application Status	Employed	Released	Application Package	Student Username	First Name	Last Name	Faculty
<input type="checkbox"/>	Selected for Interview	No	Yes	Options	40572141	Engin	Arslan	
<input type="checkbox"/>	Application Submitted	No	Yes	Options	40105400	Glenn	Macdonald	

Actions

- Posting Options
- Applications Options
- Interview Options
  - View Interview Schedule(s)
  - Create an Interview Schedule
- Ranking Options

1

4. You will then be prompted to select your interview type. This module will show you how to schedule an “Individual Interview”. The other types of interviews and definitions are listed below.

**An Individual interview:** Where each job applicant gets booked for a single interview with one or more interviewers at a particular time.

Once you have selected your interview type, click the “next” at the bottom of the page.

### Create New Interview Schedule < Over

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**SELECT JOB**

**Job Postings**

✕ ABCD Company (Test) / Main Office - Test - Co-op Student (66735)

**Optional:** Select one or more additional job postings for this schedule.

--select--

**Attached jobs**

(66735) Test - Co-op Student	2 applicants
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**Interview Type**  
Specify the “type” of interview schedule this will be.

**Individual**  
Where each job applicant gets booked for a single interview with one or more interviewers at a particular time.

**Group**  
Where an Interviewer interviews a group of job applicants.

**Tandem**  
Where each job applicant gets booked for two “back-to-back” interviews. Each interview is conducted by a separate interviewer who start interviewing at the same time, and thus are able to conduct interviews concurrently.

**Flexible Tandem**  
Similar to Tandem/Sliding-Tandem, but allows the admin and/or student to choose when their second (tandem) interview will take place.

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**Location & Method**  
Choose “where” interviews will be held and the method for the interview

Location: Off Campus

Method: Web

You will now choose your preferred “Location and Method” which includes; on campus, off campus or Telephone and Web interviews. Provided below is a definition of each method type.

**On Campus:** From the drop-down menu, select “On Campus,” If you would like your interviews to be held at Algonquin College.

**Off Campus:** From the drop-down menu, select “Off Campus,” If you would like your interviews to be held at your office or another location other than Algonquin College.

If you select “In Person” for the method of interview, please ensure that you include your address in the instruction box as well as any relevant information such as parking, security for your building, etc.

**Phone/Web:** From the drop-down menu at the top, select “Off Campus”. These interviews will be conducted via Telephone or Web from your office or another location other than Algonquin College. Please ensure that you indicate whether you would like a Web interview or a Phone interview, and if you will be contacting the student, or if the student should be contacting you. Please provide a phone number and/or Web ID.

**Note:** Web/phone interviews can be held on campus (in the Co-op Office); however, given the limited space available, we make every effort to reserve these meeting rooms for in-person interviews.

5. Click “Next” to proceed.

**Create New Interview Schedule** [← Overview](#)

**APPLICANTS**

Job Applicants

The following applicant has already been selected for an interview for this job position.

Applicant ID	Applicant's Name	Job
40572141	Arslan, Engin	ABCD Company (Test)-Test - Co-op Student(66735)

[Cancel And Update Applicant Selection](#)

[Previous](#) [Cancel](#) [Next >](#)

**Interview Details**

Interview Type	Individual
Location Type	Off Campus
Interview Method	Web
Interview Length	0 minutes
Interview Buffer	0 minutes

**Attached jobs**

(66735) Test - Co-op Student	2 applicants
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6. Select and define custom times. In the interview reservation you will be asked to include:
  - The interview dates
  - Start and end time
  - Length of interview
  - Time buffer between interviews
  - And #’ of breaks
- If you wish to schedule a break, please indicate the name of the break, e.g. lunch, the start and end time, and length, from the dropdown menus provided

- Select the green button “Add Interviewer / Day”, if you would like to add additional interview dates and times.

**Schedules**  
How many schedules do you want to create?

You have selected 1 applicants to interview

**Interviewers**

Length of each interview: 45 minutes

Time buffer between interviews: 0 minutes

**Schedule 1**

Date: 08/24/2021

Start: 8:30 AM

End: 9:15 AM

Number of breaks: - select -

**Add Interviewer / Day**

You have selected 1 out of the available 2 applicants for this interview.

<b>Interview Type</b>	Individual
<b>Location Type</b>	Off Campus
<b>Interview Method</b>	Web
<b>Interview Length</b>	45 minutes
<b>Interview Buffer</b>	0 minutes

**Attached jobs**

(66735) Test - Co-op Student	2 applicants
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Previous Cancel **Next >**

7. Enter the interviewer’s details Under “Schedule 1”. Once complete, select “Next”.

**Schedule 1**

\* Interviewer :

\* Interviewer email :

\* Interviewer phone :

Webcam ID:

\* Interviewer other information :

\* Interview Date : 08/24/2021

Previous Cancel **Next >**

8. Please type any additional instructions in the instruction box. For example, if you are scheduling a Telephone or Web interview please ensure that you include your address in the instruction box, if the interview is at your location please include any relevant information such as parking, security protocol for your building, etc.

9. The final “summary” screen will allow you to verify all the details you have provided.

**Note:** Once you SUBMIT the request, you CANNOT CHANGE it yourself and will need to contact us at [coop@algonquincollege.com](mailto:coop@algonquincollege.com) . Once you have verified the information is correct, select finish.

SUMMARY

**August 24, 2021**

Interviewer : EA  
 Interview Length : 45 mins  
 Interview Buffer : 0 mins

08:30 AM - 09:15 AM

Off Campus Location Instructions

You have selected **1** out of the available **2** applicants for this interview.

Interview Type	Individual
Location Type	Off Campus
Interview Method	Web
Interview Length	45 minutes
Interview Buffer	0 minutes

Attached jobs

(66735) Test - Co-op Student	2 applicants
------------------------------	--------------

[Previous](#)

[Cancel](#)

[Finish](#)

10. A pop-up message will appear after you submit the interview request.

Displaying:

“Success Your request has been received”

11. Once the Co-op Placement Coordinator approves your schedule, you can view it from your **dashboard** on HireAC and you will receive an email with your interview schedule.

TOTAL RESULTS **1**    DISPLAYING: **1** - **1**    [Filter](#) [Clear Sort](#) [Export](#)

«« 1 »»

<input type="checkbox"/>	Organization	Division	Interview ID (1)	(Job ID) Job Title	Interview Date(s)	First Date/Time	Last Date/Time	Location
<input type="checkbox"/>	ABCD Company (Test)	Main Office	5351	(66735) Test - Co-op Student	Aug 24, 2021	Aug 24, 2021 08:30 AM	Aug 24, 2021 09:15 AM	Off Camp

«« 1 »»

12. Please let us know if you have any questions or concerns prior to scheduling an interview. Contact us at [coop@algonquincollege.com](mailto:coop@algonquincollege.com) and we will be more than happy to provide you with assistance.

