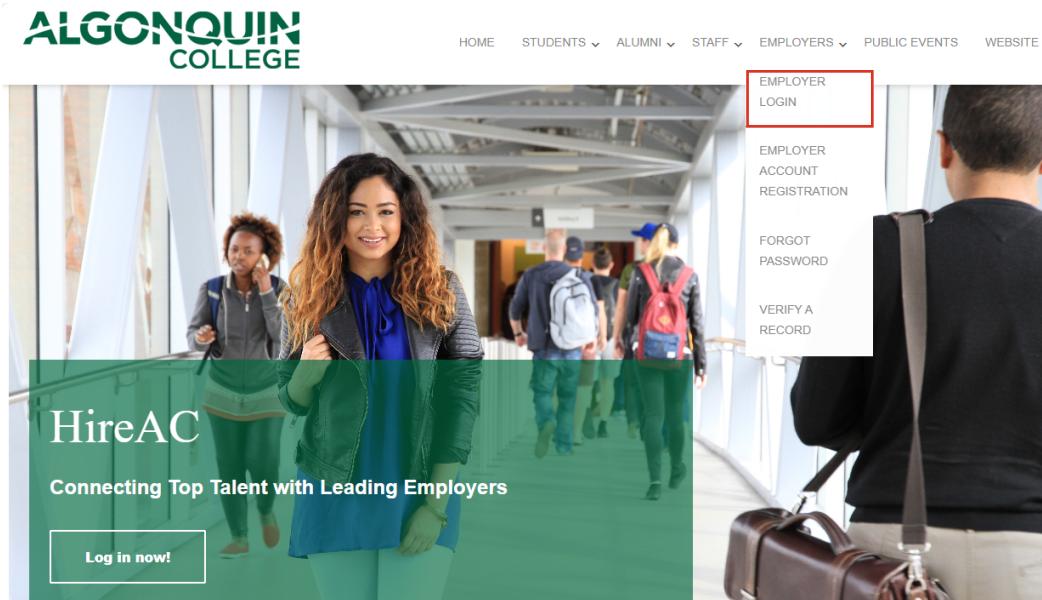


HireAC Co-op Interview Request Guide

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 drop-down 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

| 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

© 2021 Algonquin College - Orbis Career / Co-op Portal Professional MyAccount | Log Out

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 1

Overview View Application Bundle

Applicants Still Available 2 Applicants Not Available 0 Total Applications 2

SAVED FILTERS: - Select- ▾

TOTAL RESULTS 2 DISPLAYING: 1 - 2

«« « 1 » »»

Actions

Posting Options ▾

Applications Options ▾

Interview Options ▾

View Interview Schedule(s)

Create an Interview Schedule

Ranking Options ▾

Application Status Employed Released Application Package Student Username First Name Last Name Faculty

| 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 | |

«« « 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

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

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.

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

Location: Off Campus

Method: Web

Cancel **Next >**

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 > |
| Attached jobs | | |
| (66735) Test - Co-op Student | | 2 applicants |

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.

| | |
|------------------|------------|
| 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
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 coopjobs@algonquincollege.com . Once you have verified the information is correct, select finish.

SUMMARY

| | | | |
|--|---------|--|------------|
| August 24, 2021 | | You have selected 1 out of the available 2 applicants for this interview. | |
| Interviewer : | EA | Interview Type | Individual |
| Interview Length : | 45 mins | Location Type | Off Campus |
| Interview Buffer : | 0 mins | Interview Method | Web |
| 08:30 AM - 09:15 AM | | Interview Length | 45 minutes |
| Off Campus Location Instructions | | Interview Buffer | 0 minutes |
| <input style="width: 100px; height: 30px; background-color: #f0f0f0; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-right: 10px;" type="button" value="Previous"/> | | <input style="width: 50px; height: 30px; background-color: #f0f0f0; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-right: 10px;" type="button" value="Cancel"/> <input style="width: 50px; height: 30px; background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 5px;" type="button" value="Finish"/> | |
| Attached jobs | | | |
| (66735) Test - Co-op Student 2 applicants | | | |

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 | | | | | | | | | |
|--------------------------|---------------------|-------------------|------------------|------------------------------|-------------------|-----------------------|-----------------------|----------|--|--|--|
| «« | « | 1 | » | »» | | | | | | | |
| <hr/> | | | | | | | | | | | |
| <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 | | | |
| <hr/> | | | | | | | | | | | |
| «« | « | 1 | » | »» | | | | | | | |

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

