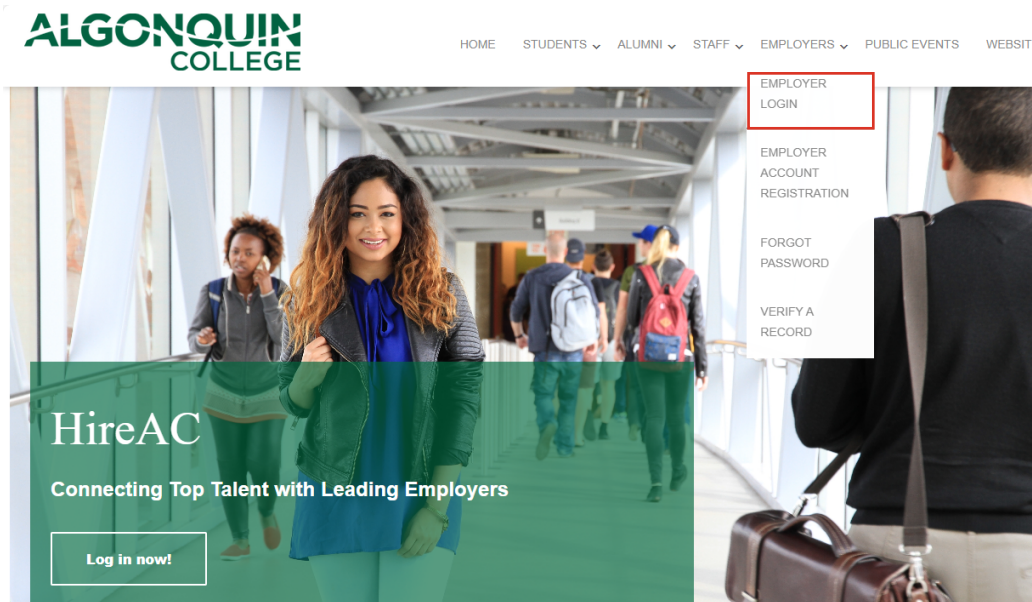# HireAC Co-op Interview Request Guide

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')

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"**

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"

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

‹ Ove

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.

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.

7. Enter the interviewer's details Under "Schedule 1". Once complete, select "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.

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.

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.