Handshake: How to Create an Event With Scheduled Appointments

Scheduling Students for an Event

Most of the time, when you’re creating an event in Handshake, it will be for things like lectures, workshops, and career fairs. Groups of students can attend these types of events, and there is no need to schedule appointments with individual students.

There may, however, be the occasional event that does require individual appointments. For instance, a career counseling event may require students to register for a specific time slot, and receive one-on-one attention.

Handshake doesn’t allow you to create this type of event. So to do so, you need to use a workaround. Instead of creating an event, you need to create an interview schedule. This job aid will walk you through this process. It involves two steps:

- Reviewing and Creating an Interview Schedule Template
- Creating an Interview Schedule (to Use as an Event)
Reviewing and Creating an Interview Schedule Template

An Interview Schedule template is used to create the appointment slots that will be available to students. An Interview Schedule template dictates the following:

- The hours when appointments will be taking place (for instance, from 9:00 a.m. to 4:00 p.m.)
- The length of those appointments (for instance, 30 minutes)
- The scheduled breaks that will be taking place over the course of the day (for instance, no appointments should take place during lunch from 12:00 p.m. to 1:00 p.m.)

When you create an interview schedule, you’ll be asked to select the Interview Schedule template that you want to use. There may be an existing template that meets your needs. But if there isn’t, you unfortunately can’t create a new one on the fly. That’s why it’s important to review the existing Interview Schedule templates before you start, and create a new one if necessary.

To begin, click your name in the upper-right corner of the screen, and then select School Settings from the drop-down menu.
Then click the **Interview Schedule Templates** tab.

The Interview Schedule templates that have been created for your school will be displayed. Review these templates, and see if any of them meet your needs. If one of them does, then you’re done with this step! If none of them do, you’ll need to create a new one.

To create a new Interview Schedule template, click the **Add Interview Schedule Template** button.
Fill in the fields on this screen, and then click the **Create Interview Schedule Template** button.

- Select your **Career Center** from the drop-down menu.
- Click the **Hidden from Employers?** checkbox if you don’t want employers to be able to use your template to set up interviews.
- Enter the **name** of the template. Start with your school name followed by a colon and a short description (for example, “Homewood: Half-Day 20-Minute Slots”).
- Add a detailed **description**. (For example, you could write “This slot configuration contains eight, 20-minute slots that are available to students from 9:00 a.m. – 12:00 p.m. Also included is one 20-minute break from 10:40 a.m. – 11:00 a.m.”)
Now indicate how long you’d like each appointment slot to last (in minutes) and then click **Add Slot**.

Click the **appointment slot** to adjust the start and end times, if necessary.
A pop-up window will open. Use the Calendar buttons to adjust your **Start time** and **End time**. Then click **Save**.
Continue clicking the **Add Slot** button until all of the slots have been added to your schedule.
If there’s a slot that you would like to mark as “unavailable” (perhaps because it’s a break time), click that slot.

A pop-up window will open. Click the “Unavailable?” checkbox and then click Save.
And you have successfully completed your Interview Schedule template!
Creating an Interview Schedule (to Use as an Event)

Now you’re ready to create your interview schedule.

Begin by clicking Interviews on the side menu and then clicking the Create Interview Schedule button.
Fill out the fields on the Basics screen and then click the **Next** button to continue.

- **Enter your school name in the Employer field.**
- **Select your Career Center from the drop-down menu.**
- **Employer Contacts** are the people responsible for managing this event and fielding questions. You can enter the name of any Handshake user in this field, or you can leave it blank.
- **In the Interview Schedule Name field,** type the name of your event. (For instance, it might be something like “Careers and Coffee.”)
- **In the Interview Schedule Description field,** provide a detailed description of your event. (For instance, it might be something like “Sign up for a 20-minute career counselling session. Hot coffee will be provided!”)
On this screen, you’re asked to select the date of your event. Use the *arrow keys* to navigate to the correct week, and then *click the day* when your event will be taking place.
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When you click a day, a pop-up window will open. Indicate the number of rooms that you’ll need for your event in the **Reserved Room Count** field, and then click **Add Date**.
You can repeat this process if your event is taking place on more than one day. The days that you select will be listed on the screen. If you want to delete a date, click the corresponding X button.
Now you need to select the timeline for your event. Basically, you need to indicate when students can begin signing up for these appointments, and when the sign-up period ends. You also need to select the appropriate Interview Schedule template (also known as the “Interview Slot template”).

Begin by clicking the **Enter Dates Directly** link. When you click this link, the screen will expand down.
Fill in the necessary fields and make your selections. When you’re finished, click the **Next** button to continue.

You’re asked to choose the type of timeline that you want to use. Select **Open**. This will allow students who meet your qualifications to sign up for an available appointment. (Roll your mouse over the other three options if you want to learn more about them.)

Enter the date and time when students can start signing up for an appointment in the **Apply start** field.

Enter the date and time when the sign-up period ends in the **Apply end** field.

Select the appropriate **Interview Schedule template**.
Click **Create New Job**. (Even though you’re creating an event and not setting up job interviews, you still need to create a job to complete this workaround.)
A pop-up window will open. Fill out the information on the Basics screen and then click **Next**.

**In the **Job title** field, type the name of your event.**

**Select “Apply in Handshake” if you want students to sign up through Handshake. If you select “Apply through external system,” you’ll be asked to enter the link to that system.**

**Select the **Job Type** that most closely relates to your event. (Remember, this is a workaround, so it’s not going to be a perfect match. And that’s OK!)**

**You can select either “Full-Time” or “Part-Time.”**
Fill out the information on the Details screen and then click **Next**.

In the **Description** field, provide a detailed description of your event.

Select the **Job Function** that most closely relates to your event from the drop-down menu.

Type “1” in the **How many students do you expect to hire for this position?** field.

Enter the location of your school in the **Job location** field (for instance, “Baltimore, Maryland”).

If you would like students to provide some sort of documentation when they apply, indicate that here.
On the Preferences screen, indicate the qualifications that students must meet in order to sign up for an appointment. When you’re done making your selections, click **Save**.

**Note:** If you select a certain **major category**, all of the majors that fall under that category will appear. If there’s a certain major that you don’t want to include, click it once to deselect it.

**Note:** In most cases, you’ll want to choose your college. If you choose more than one, students who are attending either one or the other will qualify to sign up for your event.

If you indicated that you wanted students to provide some sort of documentation (like a resume), you can have that documentation emailed to you by entering your name in the **Applicant package recipients** field.
Then click **Next** to continue.
You’ll arrive at a review screen. Click the **Approve and Build Schedule** button.
A pop-up window will open. Select the room where your event will be taking place from the Rooms drop-down menu. Make sure the correct Interview Schedule template is displayed in the Template field. Then click Build.

**Note:** If you can’t find the room you’re looking for in the drop-down menu, start typing your location and room information in this field. That should help you to locate it.
And you’re done! You have successfully created your interview schedule/event! You can review your available appointments and make adjustments to them if necessary.

- Click a time slot to edit it.
- Click the corresponding **Remove** button to delete it.

More information about Interview Scheduling is available at the [Handshake Help Center](https://handshakehelp.com).