

## Handshake: How to Create an Event With Scheduled Appointments

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### 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)

## Handshake: How to Create an Event With Scheduled Appointments

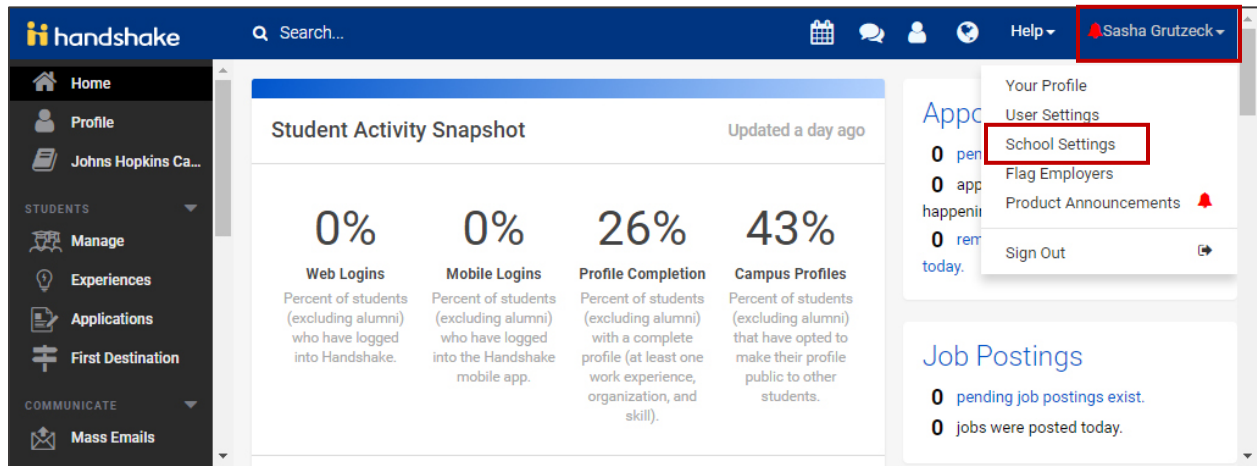
### Reviewing and Creating an Interview Schedule Template

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.)

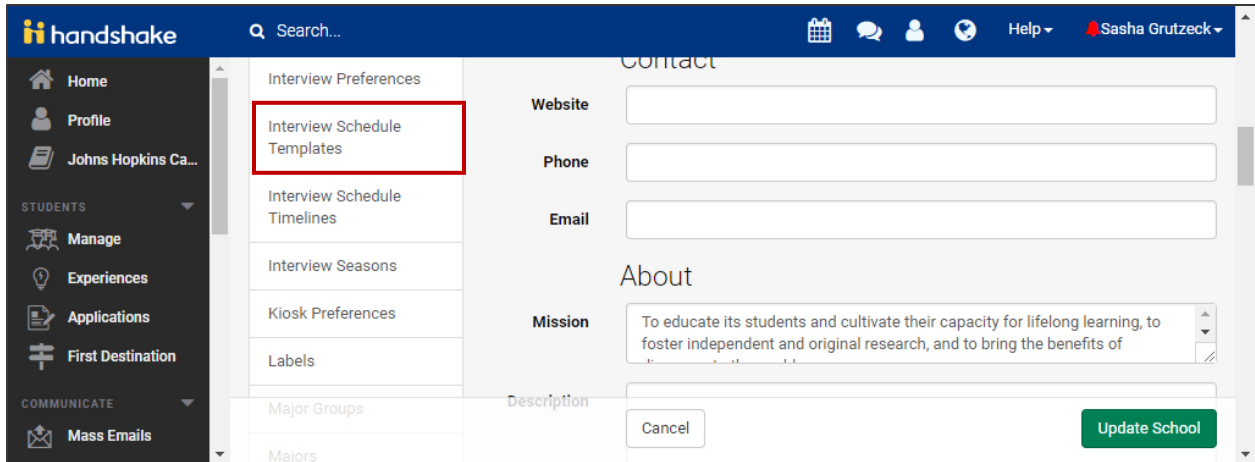
When you create an interview schedule, you'll be asked to select the Interview Schedule template that you want to use. There may be an existing template that meets your needs. But if there isn't, you unfortunately can't create a new one on the fly. That's why it's important to review the existing Interview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



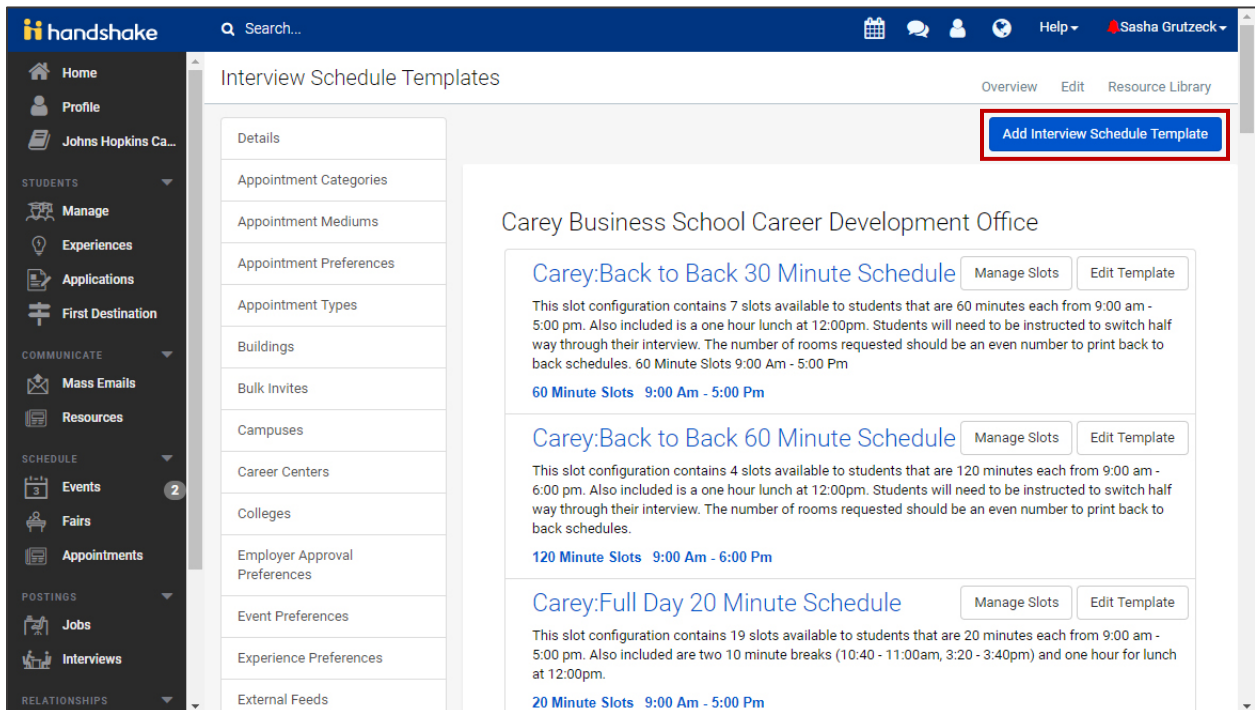
## Handshake: How to Create an Event With Scheduled Appointments

Then click the **Interview Schedule Templates** tab.

The screenshot shows the Handshake web application interface. On the left is a dark sidebar with navigation links. The 'Interview Schedule Templates' link is highlighted with a red rectangle. The main content area shows a form for editing a school profile, with fields for Website, Phone, Email, Mission, and Description. The 'Update School' button is visible at the bottom right.

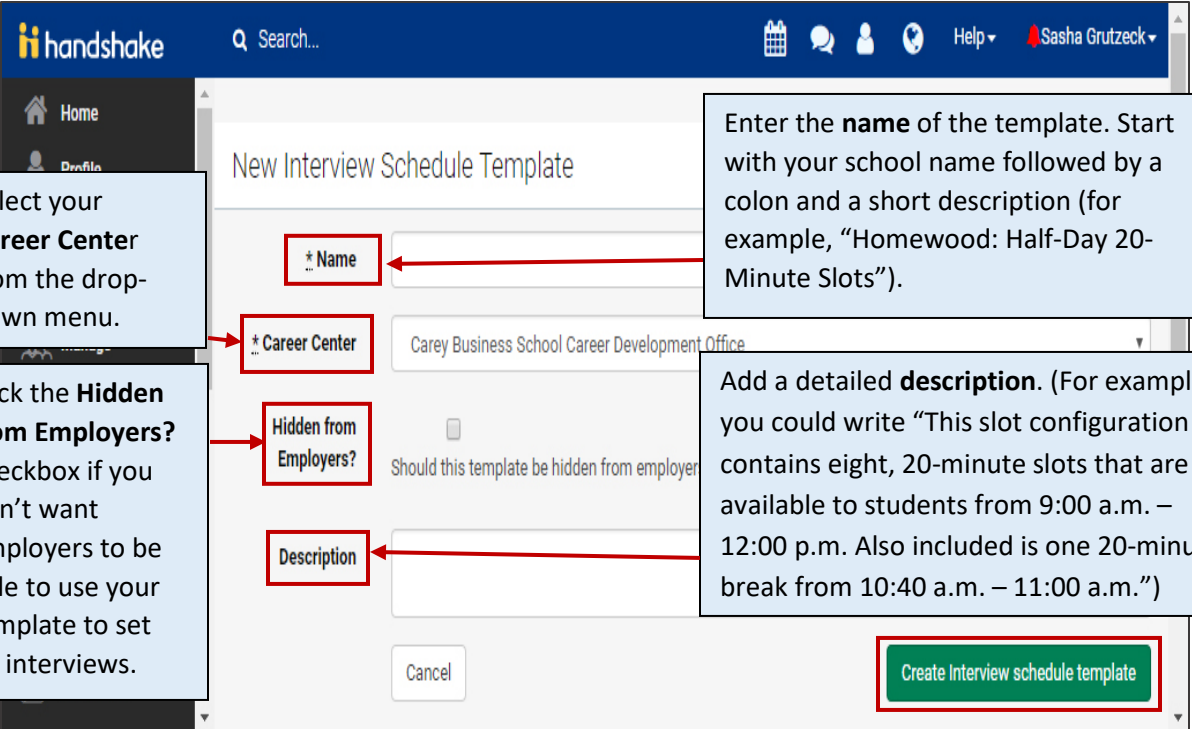
The Interview Schedule templates that have been created for your school will be displayed. Review these templates, and see if any of them meet your needs. If one of them does, then you're done with this step! If none of them do, you'll need to create a new one.

To create a new Interview Schedule template, click the **Add Interview Schedule Template** button.

The screenshot shows the 'Interview Schedule Templates' page in Handshake. The sidebar on the left has 'Interviews' highlighted. The main content area displays a list of templates for 'Carey Business School Career Development Office'. The 'Add Interview Schedule Template' button is highlighted with a red rectangle. The templates listed are: 'Carey:Back to Back 30 Minute Schedule', 'Carey:Back to Back 60 Minute Schedule', and 'Carey:Full Day 20 Minute Schedule'. Each template entry includes a description of the slot configuration and a 'Manage Slots' button.

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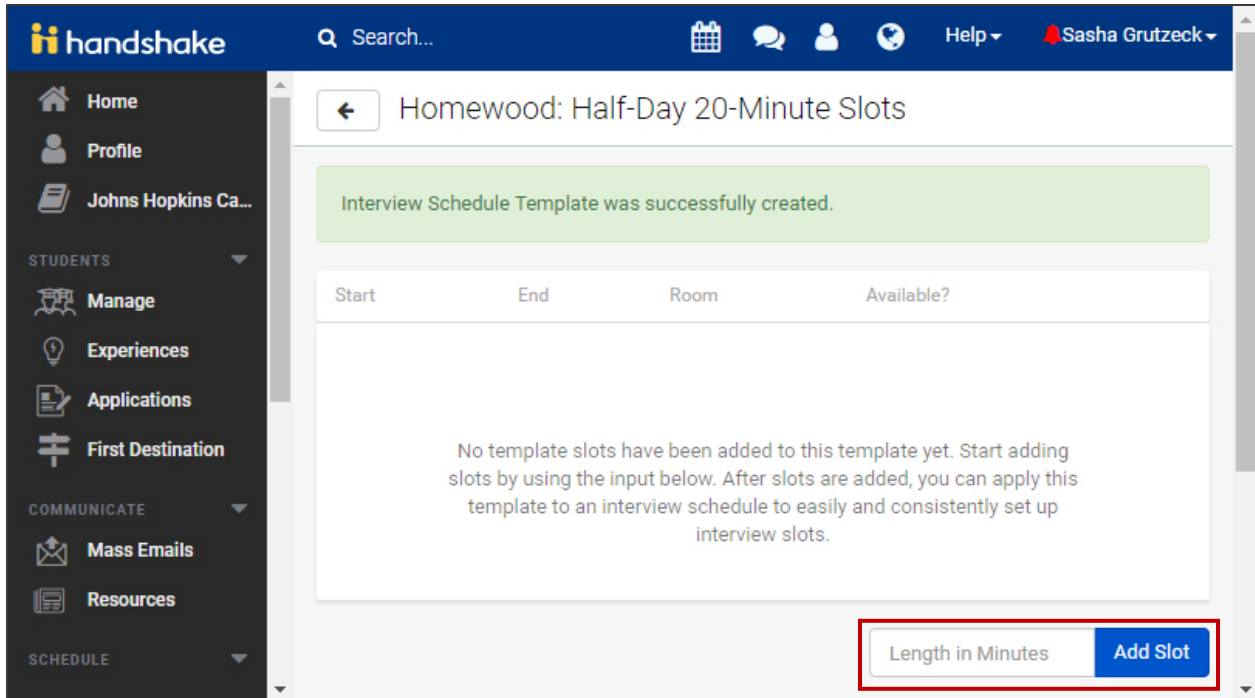
Fill in the fields on this screen, and then click the **Create Interview Schedule Template** button.



The screenshot shows the 'New Interview Schedule Template' form in the Handshake system. The form includes a sidebar with 'Home' and 'Profile' links, a search bar, and a user profile 'Sasha Grutzeck'. The main form fields are: '\* Name' (text input), '\* Career Center' (dropdown menu showing 'Carey Business School Career Development Office'), 'Hidden from Employers?' (checkbox), and 'Description' (text input). A 'Cancel' button and a green 'Create Interview schedule template' button are at the bottom. Four callout boxes provide instructions: 1. 'Select your Career Center from the drop-down menu.' points to the Career Center dropdown. 2. '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").' points to the Name field. 3. 'Click the Hidden from Employers? checkbox if you don't want employers to be able to use your template to set up interviews.' points to the Hidden from Employers? checkbox. 4. '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.")' points to the Description field.

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Now indicate how long you'd like each appointment slot to last (in minutes) and then click **Add Slot**.



handshake Search... Sasha Grutzeck

Home Profile Johns Hopkins Ca...

STUDENTS

- Manage
- Experiences
- Applications
- First Destination

COMMUNICATE

- Mass Emails
- Resources

SCHEDULE

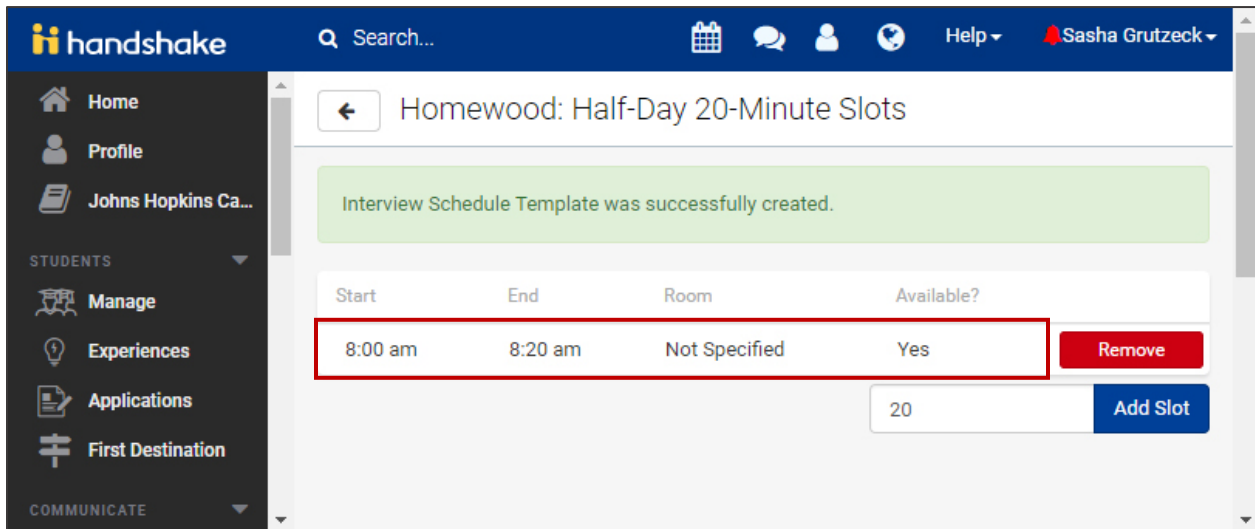
Homewood: Half-Day 20-Minute Slots

Interview Schedule Template was successfully created.

Start	End	Room	Available?
No template slots have been added to this template yet. Start adding slots by using the input below. After slots are added, you can apply this template to an interview schedule to easily and consistently set up interview slots.			

Length in Minutes Add Slot

Click the **appointment slot** to adjust the start and end times, if necessary.



handshake Search... Sasha Grutzeck

Home Profile Johns Hopkins Ca...

STUDENTS

- Manage
- Experiences
- Applications
- First Destination

COMMUNICATE

Homewood: Half-Day 20-Minute Slots

Interview Schedule Template was successfully created.

Start	End	Room	Available?
8:00 am	8:20 am	Not Specified	Yes

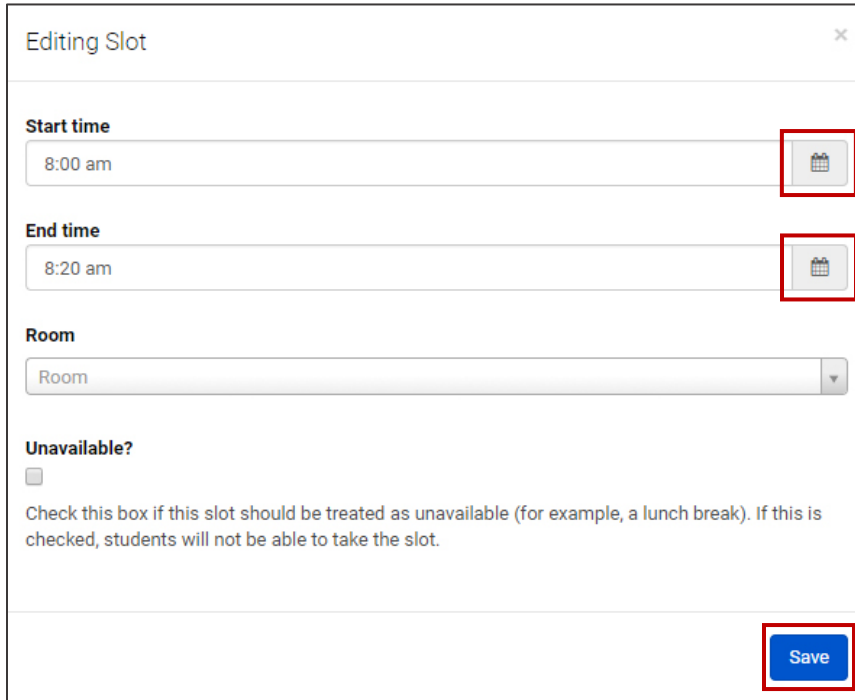
Remove

20 Add Slot

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A pop-up window will open. Use the Calendar buttons to adjust your **Start time** and **End time**. Then click **Save**.



Editing Slot

**Start time**  
8:00 am

**End time**  
8:20 am

**Room**  
Room

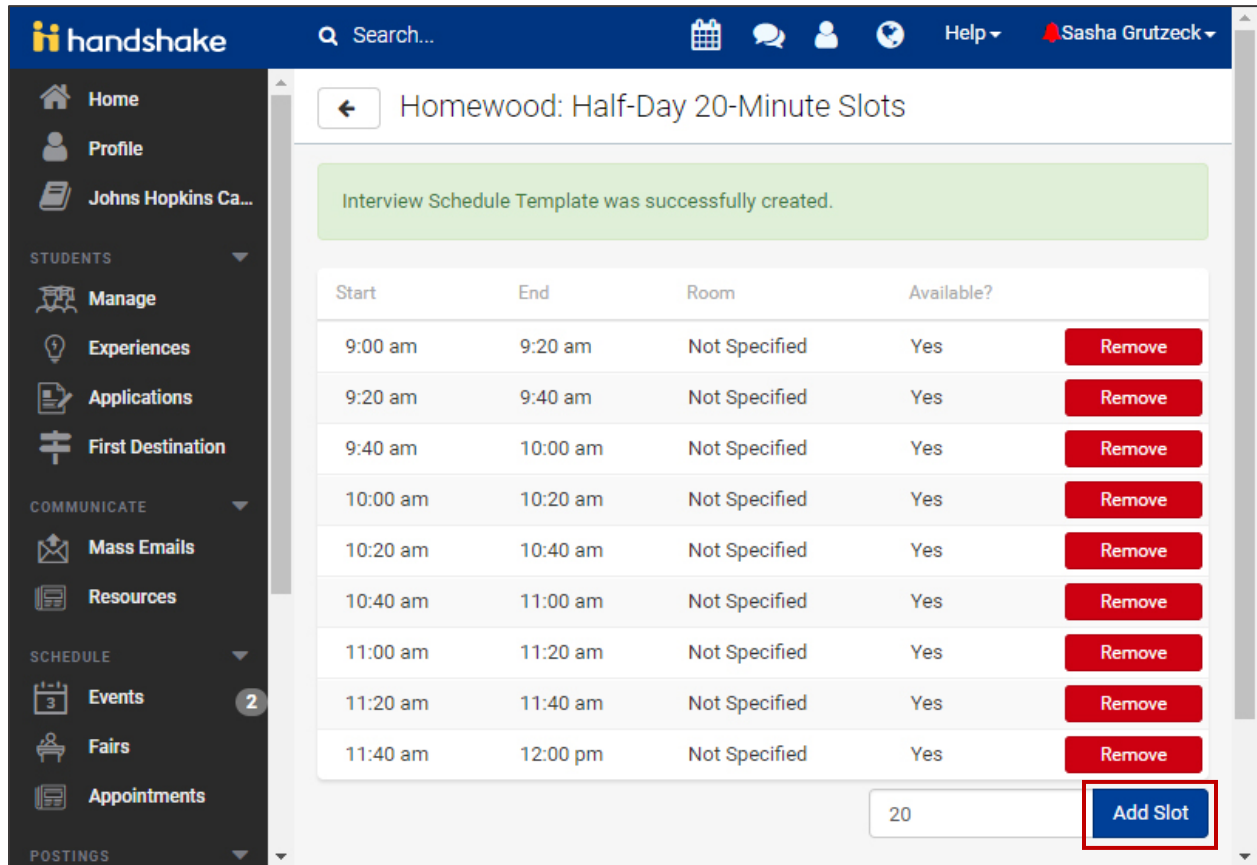
**Unavailable?**  
☐

Check this box if this slot should be treated as unavailable (for example, a lunch break). If this is checked, students will not be able to take the slot.

Save

## Handshake: How to Create an Event With Scheduled Appointments

Continue clicking the **Add Slot** button until all of the slots have been added to your schedule.



handshake Search... Sasha Grutzeck

Home Profile Johns Hopkins Ca...

STUDENTS

- Manage
- Experiences
- Applications
- First Destination

COMMUNICATE

- Mass Emails
- Resources

SCHEDULE

- Events 2
- Fairs
- Appointments

POSTINGS

Homewood: Half-Day 20-Minute Slots

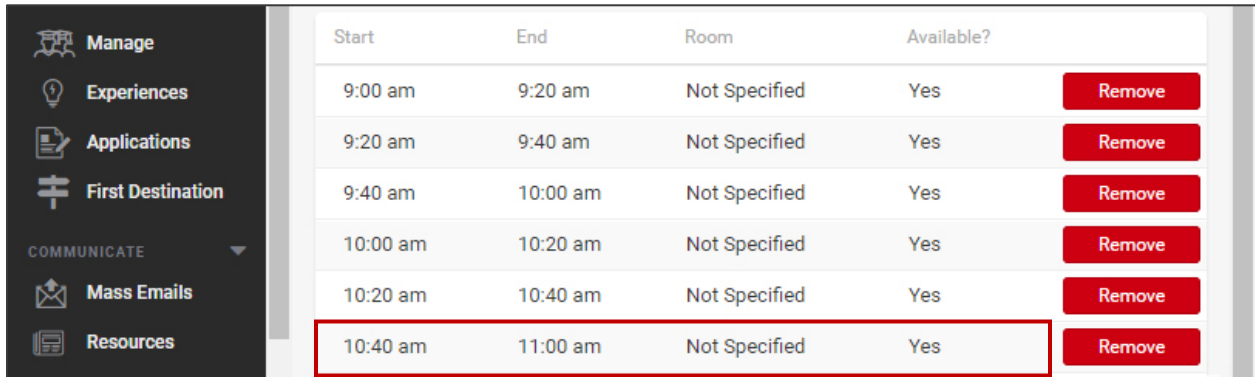
Interview Schedule Template was successfully created.

Start	End	Room	Available?	
9:00 am	9:20 am	Not Specified	Yes	Remove
9:20 am	9:40 am	Not Specified	Yes	Remove
9:40 am	10:00 am	Not Specified	Yes	Remove
10:00 am	10:20 am	Not Specified	Yes	Remove
10:20 am	10:40 am	Not Specified	Yes	Remove
10:40 am	11:00 am	Not Specified	Yes	Remove
11:00 am	11:20 am	Not Specified	Yes	Remove
11:20 am	11:40 am	Not Specified	Yes	Remove
11:40 am	12:00 pm	Not Specified	Yes	Remove

20 Add Slot

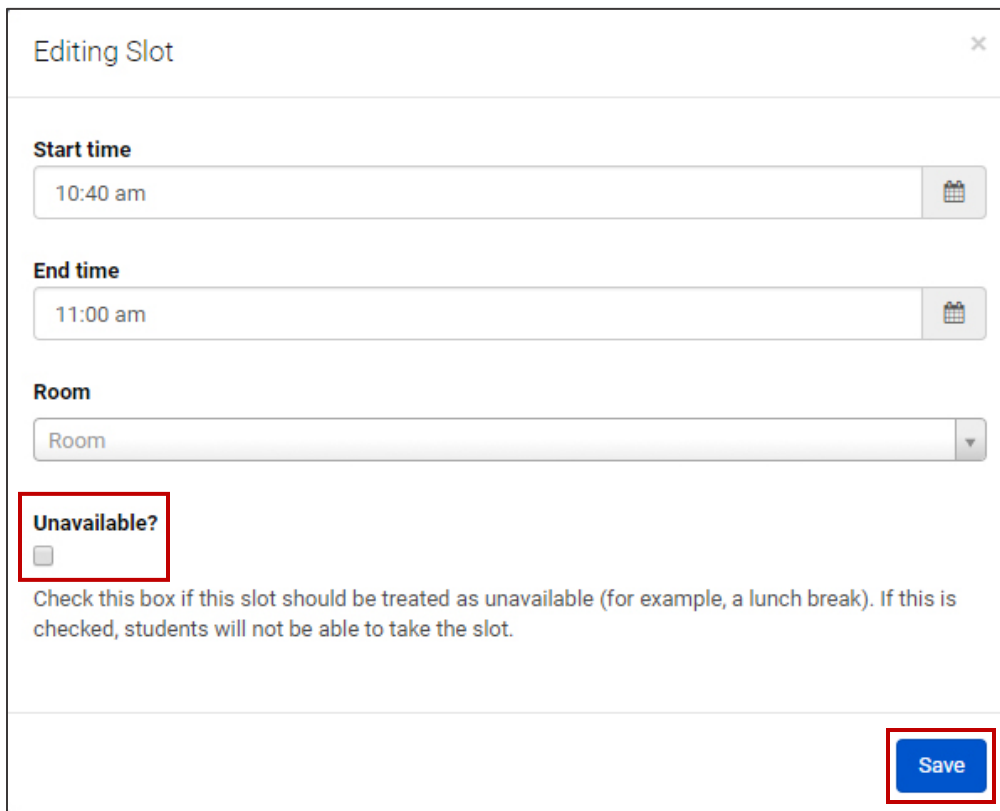
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If there's a slot that you would like to mark as "unavailable" (perhaps because it's a break time), click that **slot**.



Start	End	Room	Available?	
9:00 am	9:20 am	Not Specified	Yes	<button>Remove</button>
9:20 am	9:40 am	Not Specified	Yes	<button>Remove</button>
9:40 am	10:00 am	Not Specified	Yes	<button>Remove</button>
10:00 am	10:20 am	Not Specified	Yes	<button>Remove</button>
10:20 am	10:40 am	Not Specified	Yes	<button>Remove</button>
10:40 am	11:00 am	Not Specified	Yes	<button>Remove</button>

A pop-up window will open. Click the **"Unavailable?"** checkbox and then click **Save**.



### Editing Slot

**Start time**  
10:40 am

**End time**  
11:00 am

**Room**  
Room

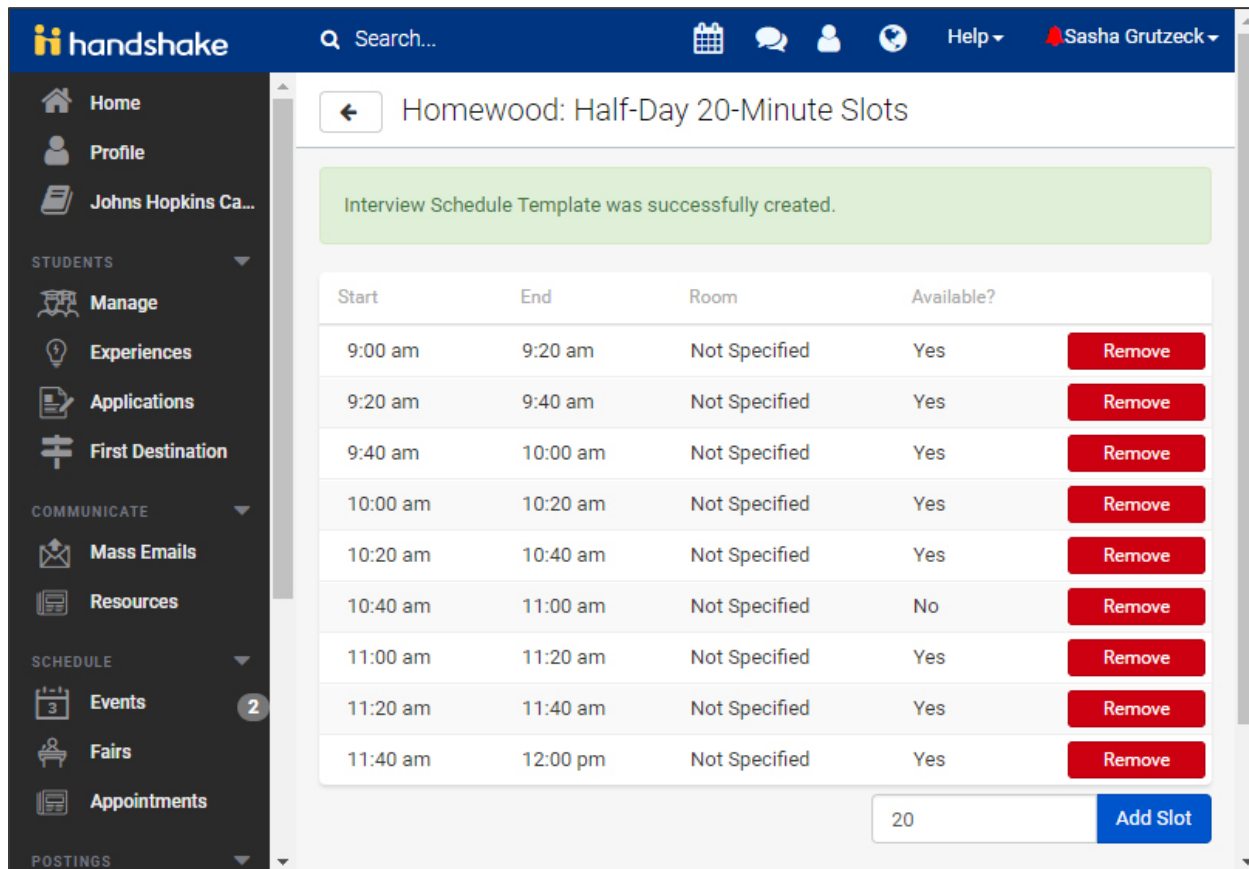
**Unavailable?**  
☒

Check this box if this slot should be treated as unavailable (for example, a lunch break). If this is checked, students will not be able to take the slot.

**Save**

## Handshake: How to Create an Event With Scheduled Appointments

And you have successfully completed your Interview Schedule template!



The screenshot shows the Handshake web application interface. The top navigation bar includes the Handshake logo, a search bar, and user profile information for Sasha Grutzeck. The left sidebar contains navigation links for Home, Profile, and Johns Hopkins Career Center, followed by categories: STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), SCHEDULE (Events, Fairs, Appointments), and POSTINGS. The main content area displays the title 'Homewood: Half-Day 20-Minute Slots' and a green confirmation message: 'Interview Schedule Template was successfully created.' Below this is a table with columns: Start, End, Room, Available?, and a Remove button. The table lists 11 time slots from 9:00 am to 12:00 pm. Most slots are marked as 'Yes' for availability, except for the 10:40 am slot which is marked 'No'. At the bottom right, there is a text input field containing '20' and an 'Add Slot' button.

Start	End	Room	Available?	
9:00 am	9:20 am	Not Specified	Yes	<button>Remove</button>
9:20 am	9:40 am	Not Specified	Yes	<button>Remove</button>
9:40 am	10:00 am	Not Specified	Yes	<button>Remove</button>
10:00 am	10:20 am	Not Specified	Yes	<button>Remove</button>
10:20 am	10:40 am	Not Specified	Yes	<button>Remove</button>
10:40 am	11:00 am	Not Specified	No	<button>Remove</button>
11:00 am	11:20 am	Not Specified	Yes	<button>Remove</button>
11:20 am	11:40 am	Not Specified	Yes	<button>Remove</button>
11:40 am	12:00 pm	Not Specified	Yes	<button>Remove</button>

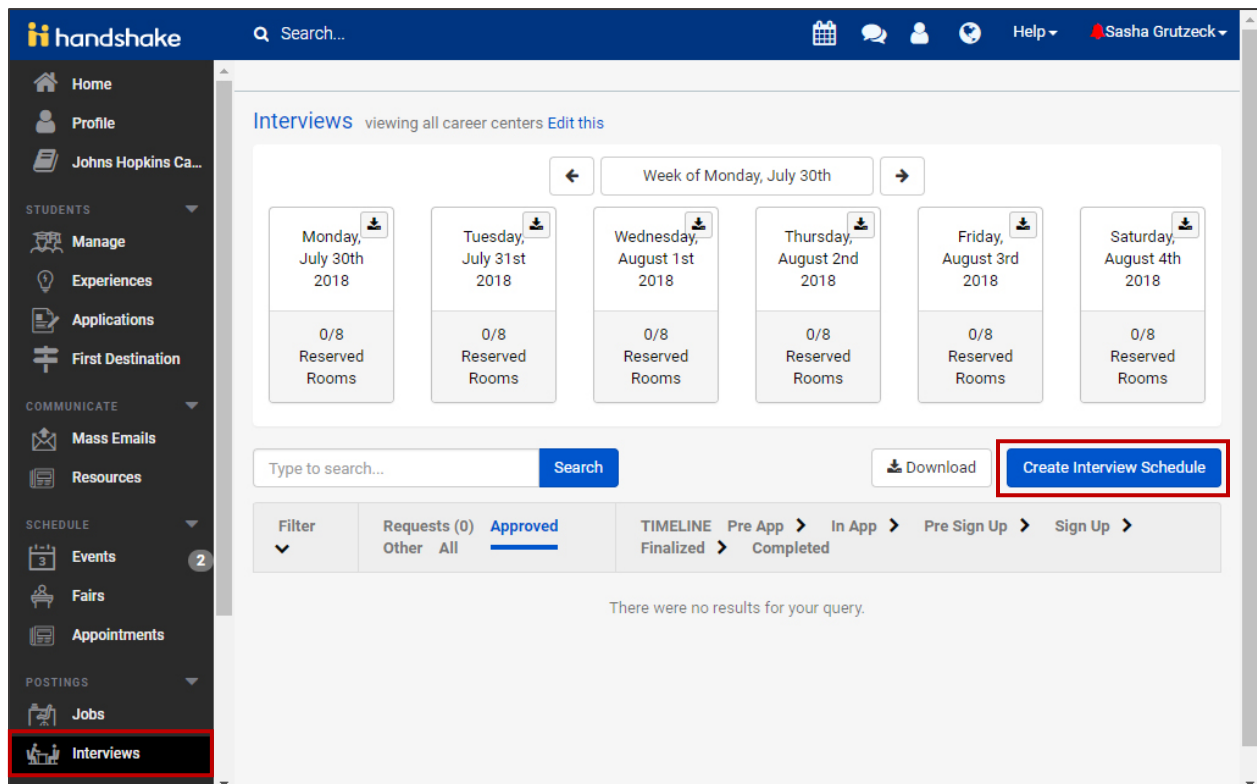
20 Add Slot

## Handshake: How to Create an Event With Scheduled Appointments

### Creating an Interview Schedule (to Use as an Event)

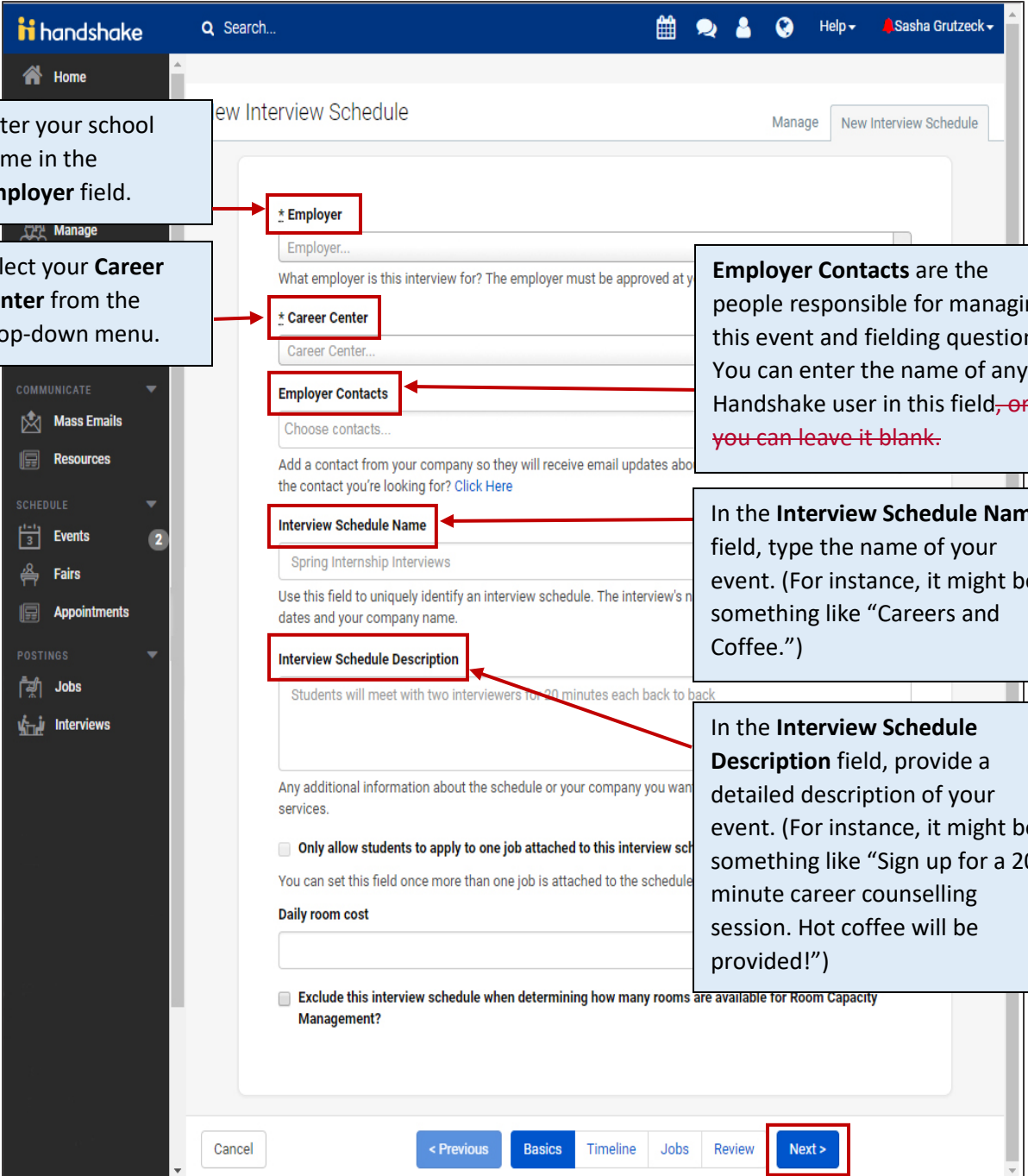
Now you're ready to create your interview schedule.

Begin by clicking **Interviews** on the side menu and then clicking the **Create Interview Schedule** button.



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Fill out the fields on the Basics screen and then click the **Next** button to continue.



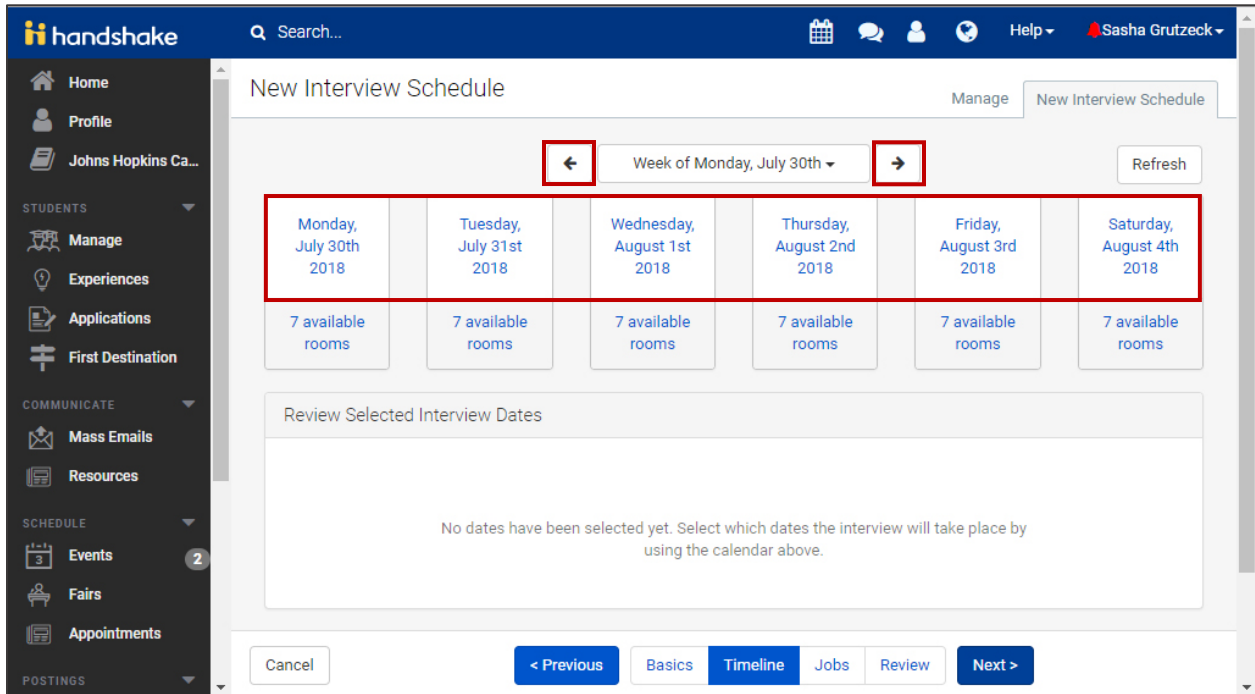
The screenshot shows the 'New Interview Schedule' form in the Handshake application. The form is titled 'New Interview Schedule' and has a 'Manage' button and a 'New Interview Schedule' button. The form fields are as follows:

- Employer:** A text field with a red box around it. An annotation points to it: 'Enter your school name in the **Employer** field.'
- Career Center:** A dropdown menu with a red box around it. An annotation points to it: 'Select your **Career Center** from the drop-down menu.'
- Employer Contacts:** A text field with a red box around it. An annotation points to it: '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.'
- Interview Schedule Name:** A text field with a red box around it. An annotation points to it: 'In the **Interview Schedule Name** field, type the name of your event. (For instance, it might be something like "Careers and Coffee.")'
- Interview Schedule Description:** A text field with a red box around it. An annotation points to it: '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!")'

At the bottom of the form, there are navigation buttons: '< Previous', 'Basics', 'Timeline', 'Jobs', 'Review', and 'Next >'. The 'Next >' button is highlighted with a red box.

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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.



**handshake** Search... Manage New Interview Schedule

Week of Monday, July 30th

Monday, July 30th 2018	Tuesday, July 31st 2018	Wednesday, August 1st 2018	Thursday, August 2nd 2018	Friday, August 3rd 2018	Saturday, August 4th 2018
7 available rooms	7 available rooms	7 available rooms	7 available rooms	7 available rooms	7 available rooms

Review Selected Interview Dates

No dates have been selected yet. Select which dates the interview will take place by using the calendar above.

Cancel < Previous Basics **Timeline** Jobs Review Next >

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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**.

Add a Date

Date

2018-08-02

Alternate Date

yyyy-mm-dd

\* Reserved Room Count

How many rooms will you need on this date? Only request rooms that you know you will need.

Details

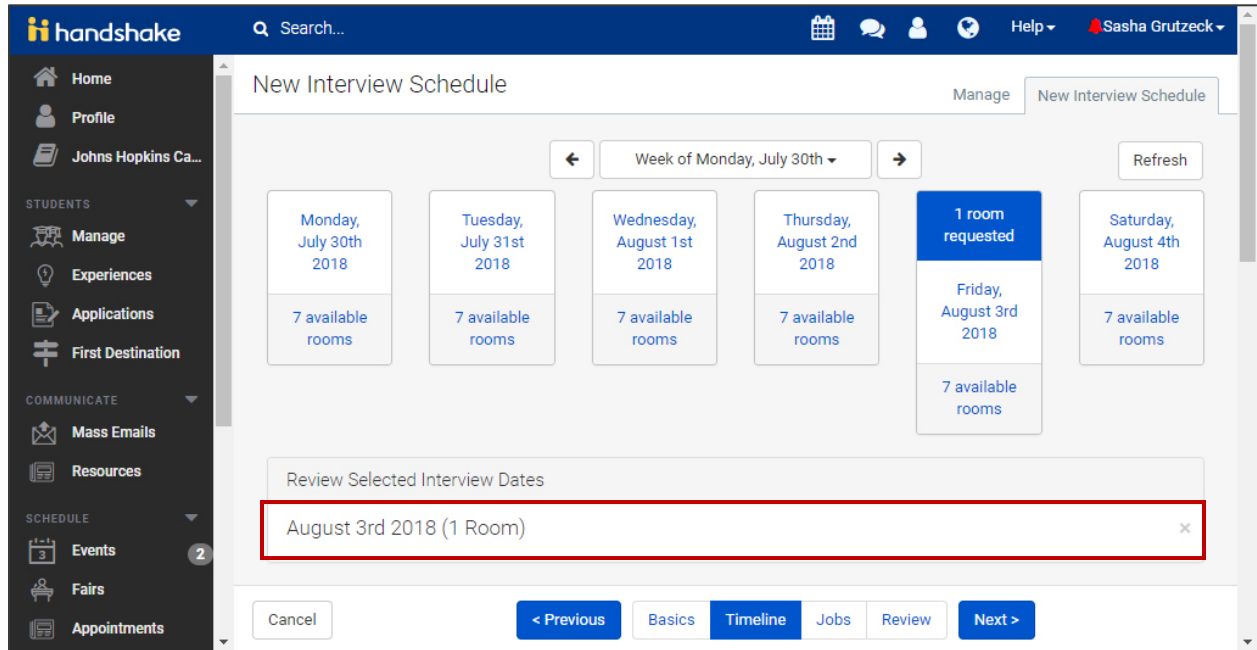
If you have any extra details about what the rooms will be used for (especially if more than one room is needed), leave those here for the reviewer. For example "Two reviewers, one in each room".

Cancel

Add Date

## Handshake: How to Create an Event With Scheduled Appointments

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.



The screenshot shows the 'New Interview Schedule' interface in the Handshake system. The left sidebar contains navigation links for Home, Profile, and various student and communication tools. The main area displays a calendar for the week of Monday, July 30th, 2018, through Saturday, August 4th, 2018. Each day shows the number of available rooms (7 for most days, 1 for Friday). A red box highlights the 'Review Selected Interview Dates' section, which lists 'August 3rd 2018 (1 Room)' with a red 'X' button to delete the selection. At the bottom, there are buttons for 'Cancel', '< Previous', 'Basics', 'Timeline' (selected), 'Jobs', 'Review', and 'Next >'.

Monday, July 30th 2018	Tuesday, July 31st 2018	Wednesday, August 1st 2018	Thursday, August 2nd 2018	Friday, August 3rd 2018	Saturday, August 4th 2018
7 available rooms	7 available rooms	7 available rooms	7 available rooms	1 room requested 7 available rooms	7 available rooms

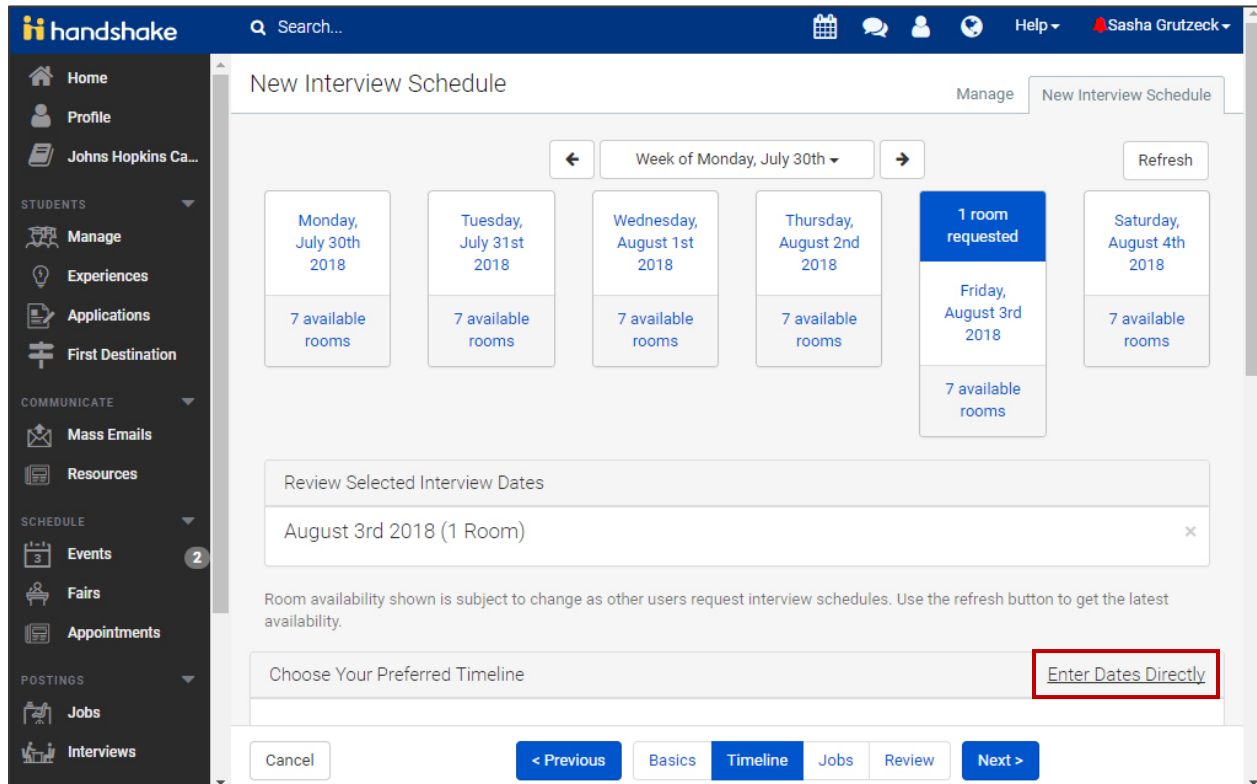
Review Selected Interview Dates

August 3rd 2018 (1 Room) X

## Handshake: How to Create an Event With Scheduled Appointments

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.



**handshake** Search... Manage New Interview Schedule

Week of Monday, July 30th

Monday, July 30th 2018 7 available rooms

Tuesday, July 31st 2018 7 available rooms

Wednesday, August 1st 2018 7 available rooms

Thursday, August 2nd 2018 7 available rooms

1 room requested  
Friday, August 3rd 2018 7 available rooms

Saturday, August 4th 2018 7 available rooms

Refresh

Review Selected Interview Dates

August 3rd 2018 (1 Room)

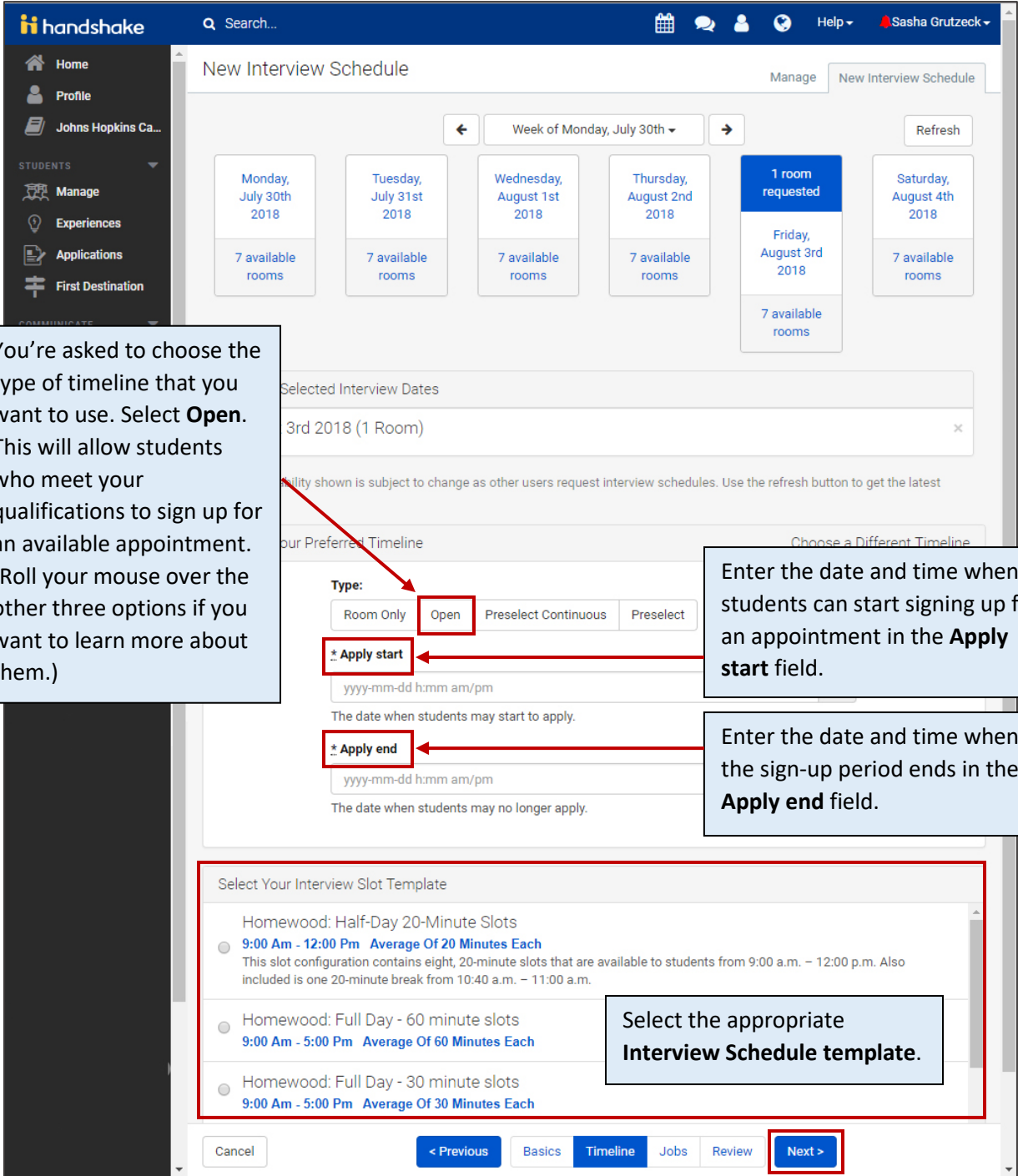
Room availability shown is subject to change as other users request interview schedules. Use the refresh button to get the latest availability.

Choose Your Preferred Timeline **Enter Dates Directly**

Cancel < Previous Basics **Timeline** Jobs Review Next >

## Handshake: How to Create an Event With Scheduled Appointments

Fill in the necessary fields and make your selections. When you're finished, click the **Next** button to continue.



The screenshot shows the 'New Interview Schedule' form in the Handshake system. The form includes a calendar view at the top showing dates from Monday, July 30th to Saturday, August 4th, 2018. Below this is a section for 'Selected Interview Dates' with a dropdown menu showing '3rd 2018 (1 Room)'. The 'Type' section has four options: 'Room Only', 'Open', 'Preselect Continuous', and 'Preselect'. The 'Open' option is selected. Below this are two date fields: '\* Apply start' and '\* Apply end', both with a placeholder 'yyyy-mm-dd h:mm am/pm'. The 'Select Your Interview Slot Template' section has three options: 'Homewood: Half-Day 20-Minute Slots', 'Homewood: Full Day - 60 minute slots', and 'Homewood: Full Day - 30 minute slots'. The 'Next >' button is highlighted with a red box.

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.)

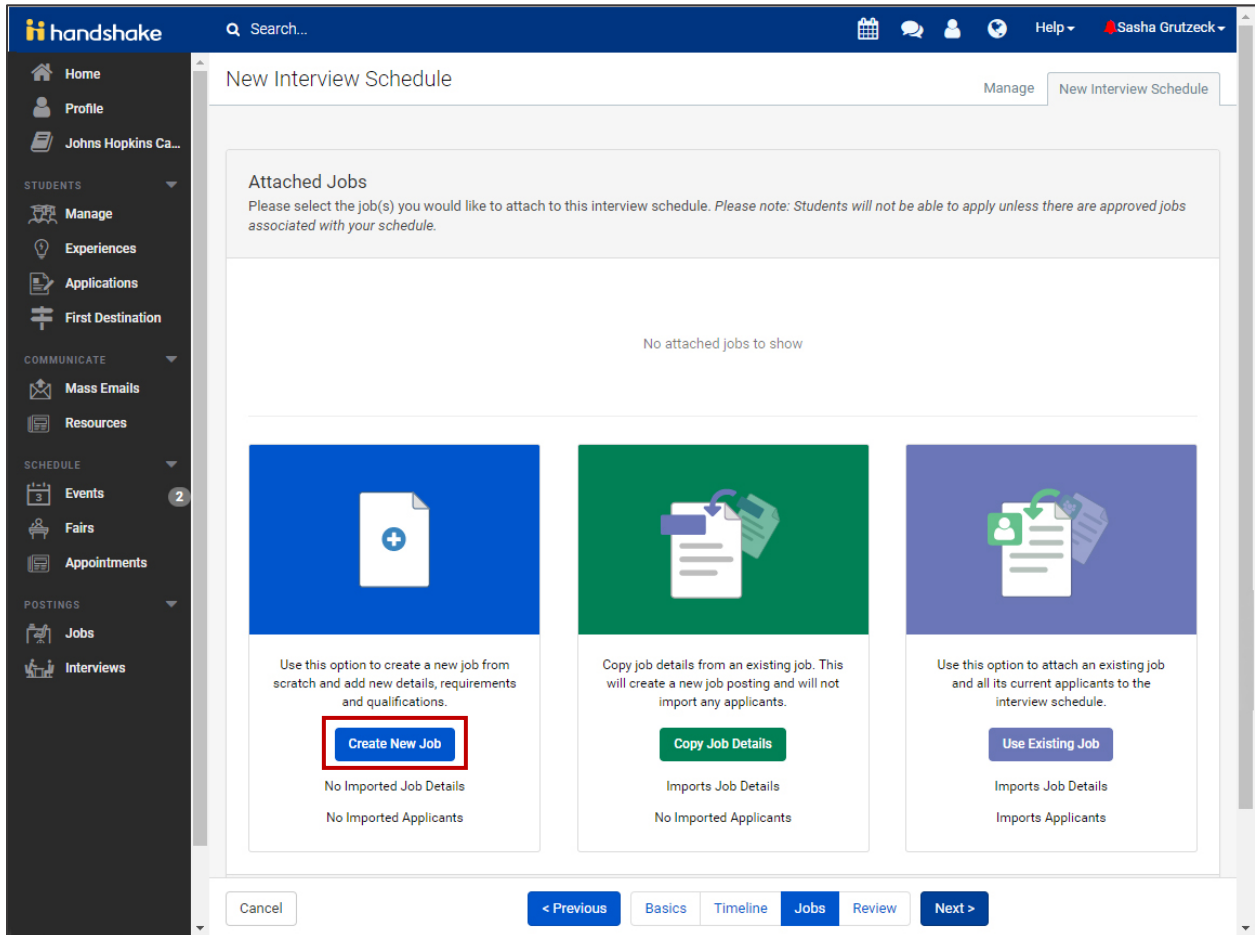
Enter the date and time when students can start signing up for an appointment in the **Apply start** field.

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

Select the appropriate Interview Schedule template.

## Handshake: How to Create an Event With Scheduled Appointments

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.)



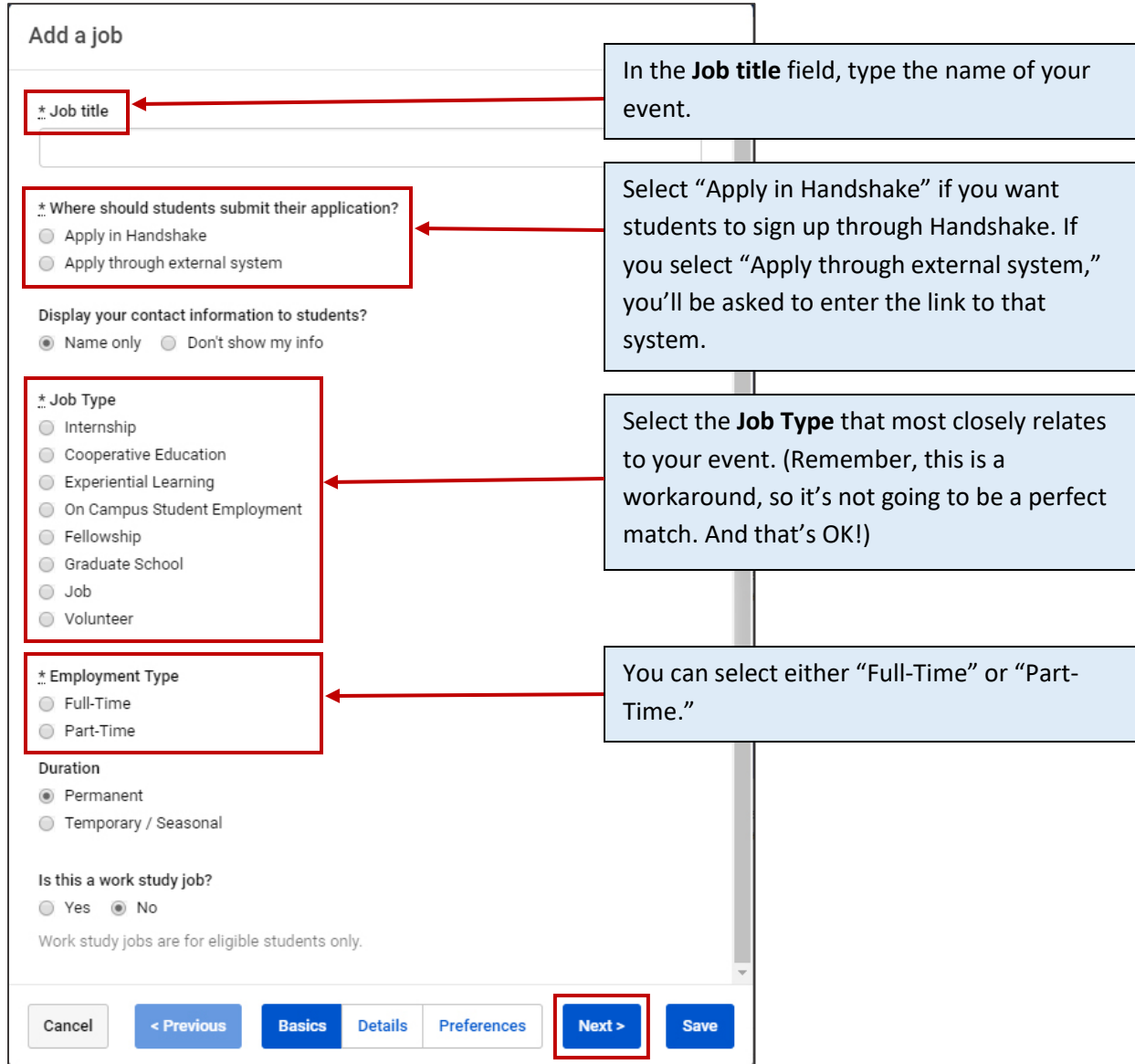
The screenshot shows the 'New Interview Schedule' page in the Handshake system. The left sidebar contains navigation links for Home, Profile, Johns Hopkins Ca..., STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), SCHEDULE (Events, Fairs, Appointments), and POSTINGS (Jobs, Interviews). The main content area is titled 'New Interview Schedule' and includes a 'Manage' tab and a 'New Interview Schedule' tab. Below the tabs, there is a section for 'Attached Jobs' with a note: 'Please select the job(s) you would like to attach to this interview schedule. Please note: Students will not be able to apply unless there are approved jobs associated with your schedule.' Below this, it states 'No attached jobs to show'. At the bottom, there are three options for creating or attaching jobs:

- Create New Job**: Use this option to create a new job from scratch and add new details, requirements and qualifications. (This button is highlighted with a red box.)
  - No Imported Job Details
  - No Imported Applicants
- Copy Job Details**: Copy job details from an existing job. This will create a new job posting and will not import any applicants.
  - Imports Job Details
  - No Imported Applicants
- Use Existing Job**: Use this option to attach an existing job and all its current applicants to the interview schedule.
  - Imports Job Details
  - Imports Applicants

At the bottom of the page, there are navigation buttons: Cancel, < Previous, Basics, Timeline, Jobs, Review, and Next >.

## Handshake: How to Create an Event With Scheduled Appointments

A pop-up window will open. Fill out the information on the Basics screen and then click **Next**.



**Add a job**

**\* Job title**

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

**\* Where should students submit their application?**

☐ Apply in Handshake  
☐ Apply through external system

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.

Display your contact information to students?

☒ Name only ☐ Don't show my info

**\* Job Type**

☐ Internship  
☐ Cooperative Education  
☐ Experiential Learning  
☐ On Campus Student Employment  
☐ Fellowship  
☐ Graduate School  
☐ Job  
☐ Volunteer

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!)

**\* Employment Type**

☐ Full-Time  
☐ Part-Time

You can select either "Full-Time" or "Part-Time."

Duration

☒ Permanent  
☐ Temporary / Seasonal

Is this a work study job?

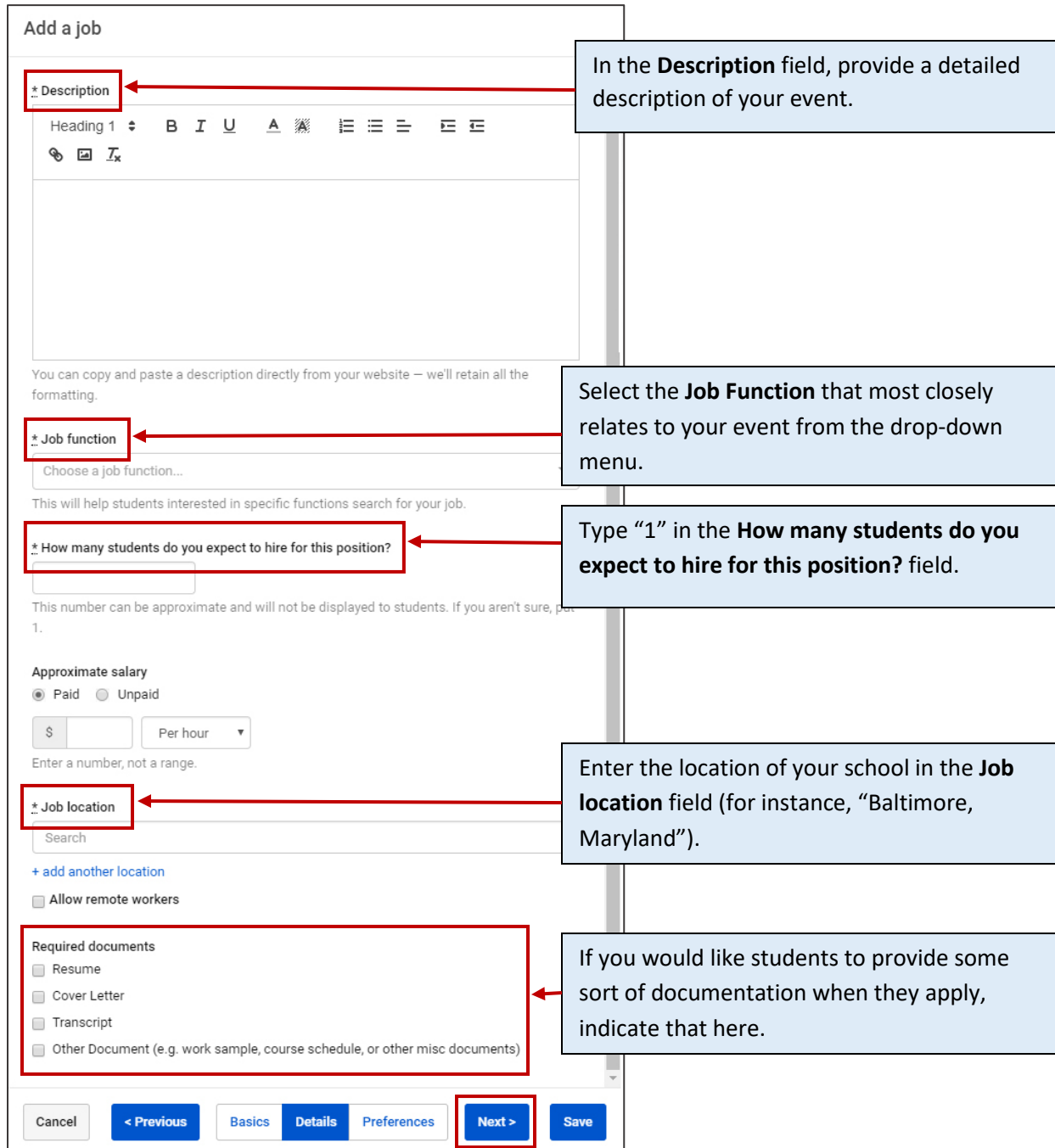
☐ Yes ☒ No

Work study jobs are for eligible students only.

Cancel < Previous Basics Details Preferences **Next >** Save

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Fill out the information on the Details screen and then click **Next**.



The screenshot shows the 'Add a job' form with several fields highlighted by red boxes and arrows pointing to instructional text boxes on the right.

- \* Description**: A red box highlights the 'Description' field. An arrow points to a text box: "In the **Description** field, provide a detailed description of your event."
- \* Job function**: A red box highlights the 'Job function' dropdown menu. An arrow points to a text box: "Select the **Job Function** that most closely relates to your event from the drop-down menu."
- \* How many students do you expect to hire for this position?**: A red box highlights the input field for the number of students. An arrow points to a text box: "Type '1' in the **How many students do you expect to hire for this position?** field."
- \* Job location**: A red box highlights the 'Job location' search field. An arrow points to a text box: "Enter the location of your school in the **Job location** field (for instance, 'Baltimore, Maryland')."
- Required documents**: A red box highlights the section with checkboxes for 'Resume', 'Cover Letter', 'Transcript', and 'Other Document (e.g. work sample, course schedule, or other misc documents)'. An arrow points to a text box: "If you would like students to provide some sort of documentation when they apply, indicate that here."

At the bottom of the form, there are navigation buttons: 'Cancel', '< Previous', 'Basics', 'Details' (highlighted with a red box), 'Preferences', 'Next >' (highlighted with a red box), and 'Save'.

## Handshake: How to Create an Event With Scheduled Appointments

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**.

**Add a job**

**Students who do not meet label requirements your career center specifies here will not be able to apply. Students who do not meet work authorization, graduation date, GPA, and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don't.**

**Graduation date range**  
Earliest grad date: month year Latest grad date: month year  
Hiring alumni? You can leave earliest graduation date blank.

**School years**  
☐ Freshman  
☐ Sophomore  
☐ Junior  
☐ Senior  
☐ Masters  
☐ Doctorate  
☐ Alumni  
☐ Postdoctoral Studies

**Minimum GPA**

**Major categories**  
☐ Agriculture, Food & Horticulture - 0 of 9 majors selected  
☐ Arts & Sciences - 8 of 17 majors selected

**Colleges**  
  
The employer will not see which colleges you have chosen.

**Required labels**  
  
The employer will not see what labels you have chosen.

**Applicant package recipients**  
  
Not seeing the recipient you're looking for? [Create a new contact](#)

☒ Sasha Grutzeck  
☒ Email a summary of all applicants once my job expires  
☐ Email every time a new student applies  
☐ Send all applicants  
☐ Only send applicants who match all preferences

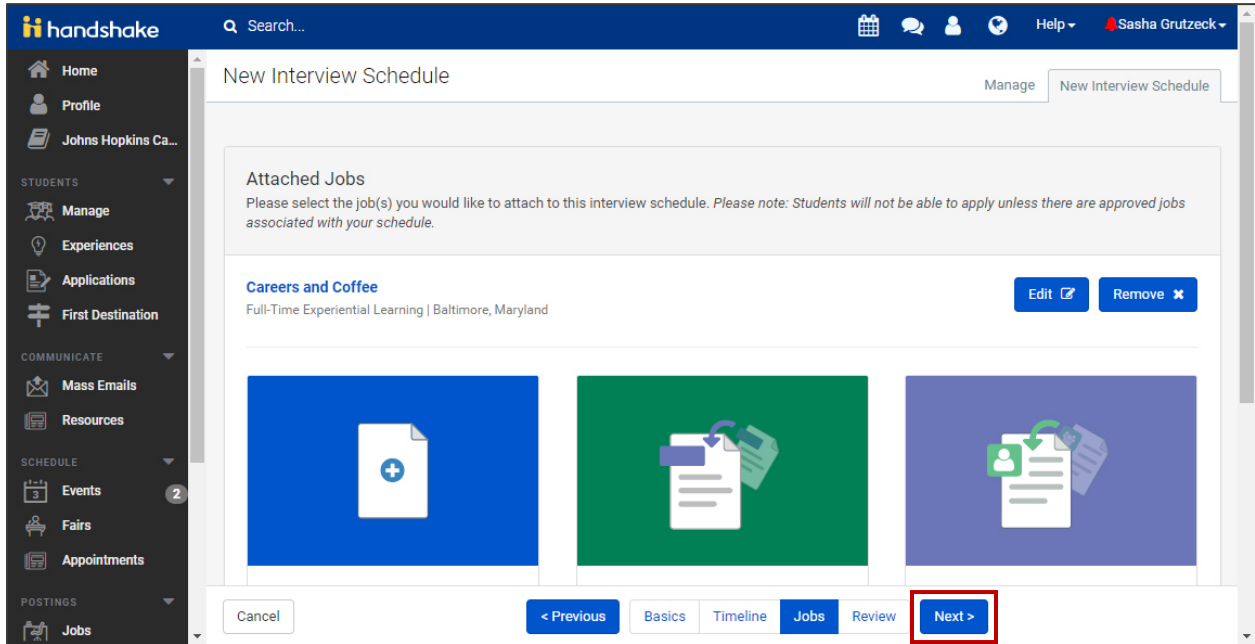
**Note:** If you select a certain **major category**, all of the majors that fall under that category will appear. If there's a certain major that you don't want to include, click it once to deselect it.

**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.

## Handshake: How to Create an Event With Scheduled Appointments

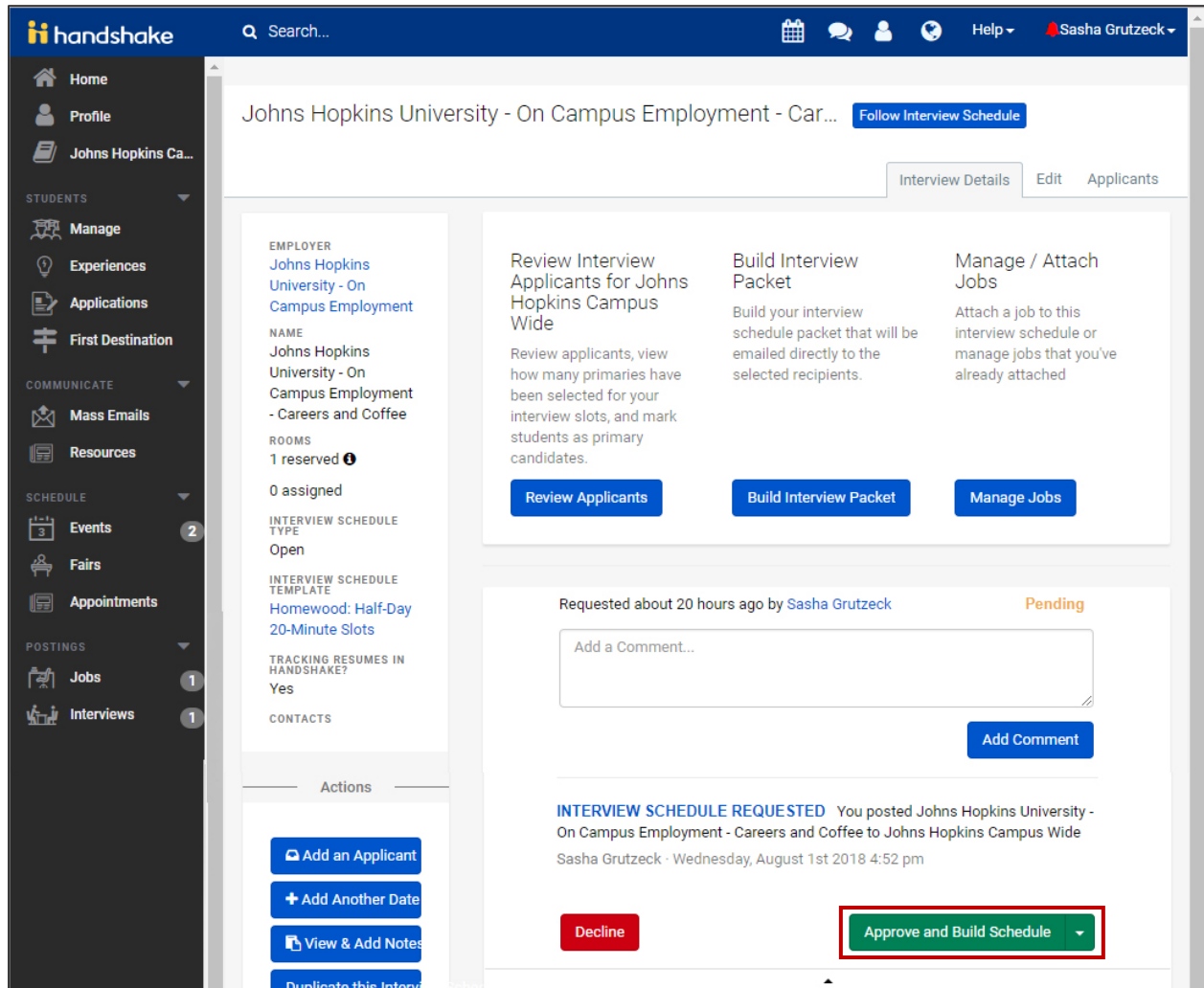
Then click **Next** to continue.



The screenshot shows the 'New Interview Schedule' page in the Handshake application. The interface includes a dark sidebar with navigation options: Home, Profile, Johns Hopkins Ca..., STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), SCHEDULE (Events, Fairs, Appointments), and POSTINGS (Jobs). The main content area is titled 'New Interview Schedule' and has tabs for 'Manage' and 'New Interview Schedule'. Below the title, there is a section for 'Attached Jobs' with a note: 'Please select the job(s) you would like to attach to this interview schedule. Please note: Students will not be able to apply unless there are approved jobs associated with your schedule.' A job titled 'Careers and Coffee' (Full-Time Experiential Learning | Baltimore, Maryland) is listed with 'Edit' and 'Remove' buttons. Below the job list are three large colored boxes (blue, green, and purple) with document icons, representing different job categories or filters. At the bottom, there is a navigation bar with buttons: 'Cancel', '< Previous', 'Basics', 'Timeline', 'Jobs', 'Review', and 'Next >'. The 'Next >' button is highlighted with a red rectangle.

## Handshake: How to Create an Event With Scheduled Appointments

You'll arrive at a review screen. Click the **Approve and Build Schedule** button.



The screenshot displays the Handshake web application interface. The top navigation bar includes the Handshake logo, a search bar, and user information for Sasha Grutzeck. The left sidebar contains various navigation options: Home, Profile, Johns Hopkins Ca..., STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), SCHEDULE (Events, Fairs, Appointments), and POSTINGS (Jobs, Interviews). The main content area shows the 'Interview Schedule Requested' screen for the event 'Johns Hopkins University - On Campus Employment - Car...'. The event details on the left include the employer 'Johns Hopkins University - On Campus Employment - Careers and Coffee', the name 'Johns Hopkins University - On Campus Employment - Careers and Coffee', and the rooms '1 reserved'. The main content area has three tabs: 'Interview Details', 'Edit', and 'Applicants'. The 'Interview Details' tab is active, showing three columns of information: 'Review Interview Applicants for Johns Hopkins Campus Wide', 'Build Interview Packet', and 'Manage / Attach Jobs'. Each column has a description and a corresponding button: 'Review Applicants', 'Build Interview Packet', and 'Manage Jobs'. Below this, there is a section for 'Requested about 20 hours ago by Sasha Grutzeck' with a status of 'Pending'. This section includes a text input field for 'Add a Comment...', an 'Add Comment' button, and a summary of the request: 'INTERVIEW SCHEDULE REQUESTED You posted Johns Hopkins University - On Campus Employment - Careers and Coffee to Johns Hopkins Campus Wide Sasha Grutzeck · Wednesday, August 1st 2018 4:52 pm'. At the bottom of this section, there are two buttons: 'Decline' and 'Approve and Build Schedule' (highlighted with a red box).

## Handshake: How to Create an Event With Scheduled Appointments

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**.

Build Interview Schedule Slots

Please build your interview schedule slots below. After clicking 'Finish', the schedule will automatically have its slots filled out based on the rooms and templates selected.

☒ August 3rd 2018

Rooms

Choose a Room...

+ Add Room

Template

Homewood: Half-Day 20-Minute Slots

Cancel

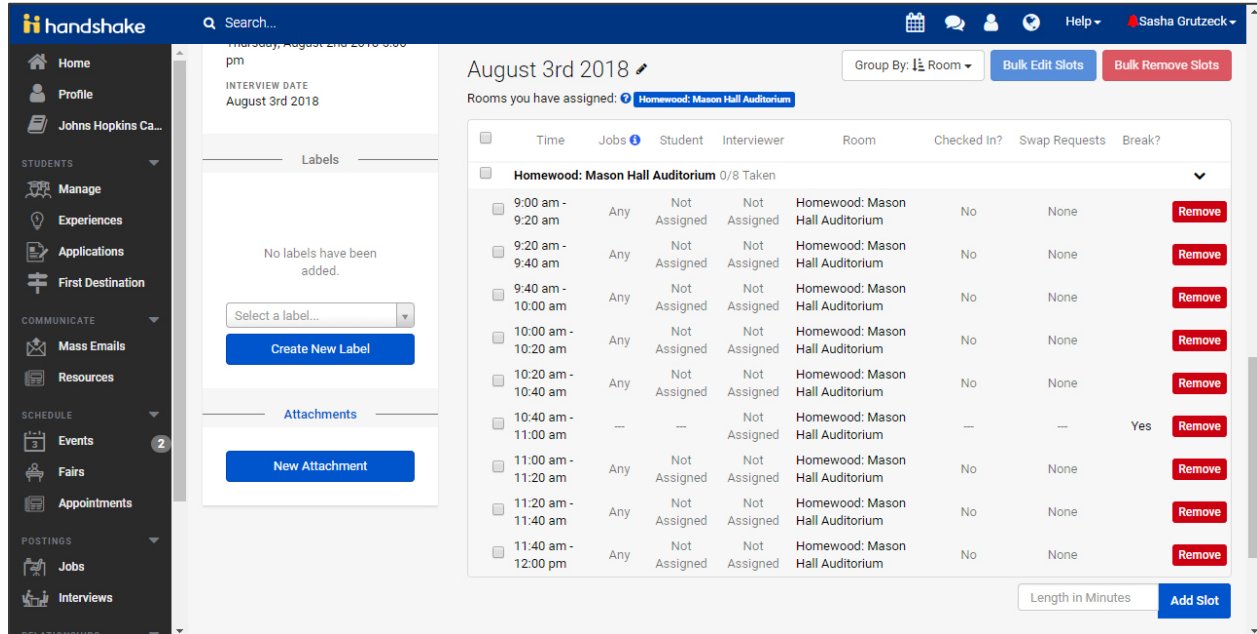
Build

**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.

## Handshake: How to Create an Event With Scheduled Appointments

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.



The screenshot shows the Handshake interface for creating an event. The main section displays the 'Interview Date' for August 3rd 2018. A table lists the scheduled appointments for the 'Homewood: Mason Hall Auditorium' room. The table has columns for Time, Jobs, Student, Interviewer, Room, Checked In?, Swap Requests, and Break?. Each row represents a 15-minute slot, and each slot has a 'Remove' button. The interface also shows a sidebar with navigation options like Home, Profile, Events, and Interviews.

Time	Jobs	Student	Interviewer	Room	Checked In?	Swap Requests	Break?	Action
9:00 am - 9:20 am	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove
9:20 am - 9:40 am	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove
9:40 am - 10:00 am	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove
10:00 am - 10:20 am	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove
10:20 am - 10:40 am	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove
10:40 am - 11:00 am	---	---	Not Assigned	Homewood: Mason Hall Auditorium	---	---	Yes	Remove
11:00 am - 11:20 am	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove
11:20 am - 11:40 am	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove
11:40 am - 12:00 pm	Any	Not Assigned	Not Assigned	Homewood: Mason Hall Auditorium	No	None		Remove

More information about Interview Scheduling is available at the [Handshake Help Center](#).