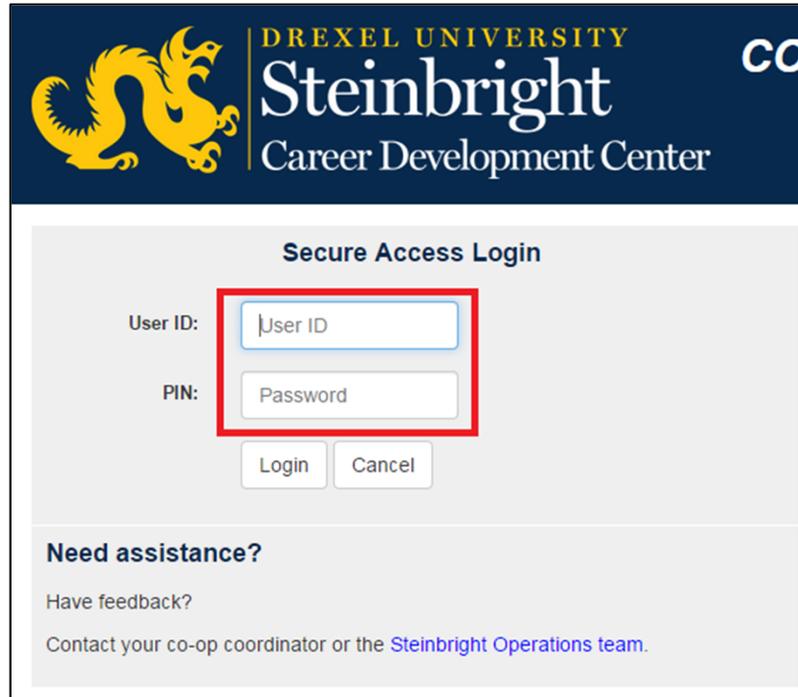


# *View Finalized On-Campus Interview Schedules*



**DREXEL UNIVERSITY**  
**Steinbright**  
Career Development Center

**CO**

**Secure Access Login**

User ID:

PIN:

**Need assistance?**

Have feedback?  
Contact your co-op coordinator or the [Steinbright Operations team](#).

## **Step 1:**

Log in to

[employer.steinbright.drexel.edu](http://employer.steinbright.drexel.edu)

using your existing Drexel credentials.

# On-Campus Interview Schedules

## Step 2:

Click “Manage Co-op Jobs.”

The screenshot displays the 'CO-OP EMPLOYER PORTAL' interface. At the top, the Drexel University Steinbright Career Development Center logo is on the left, and the date 'April 15, 2015' with 'Help' and 'Logout' links is on the right. Below the header, there are 'Home' and 'History' tabs. The main content area features a calendar for 'APRIL 2015' with a 'today' button and navigation arrows. The calendar grid shows dates from 30 to 1. Several dates (13, 20, 27) are highlighted in green with the text 'Post A-Round Co-op Job Descriptions for Fall/Winter 2015-2016'. The date 30 is highlighted in red with the text 'Deadline: Post'. Below the calendar, there are color-coded labels: 'A-Round' (green), 'B-Round' (blue), 'C-Round' (yellow), and 'Deadline' (red). On the right side, there are three sections: 'Coordinator' with contact information for 'Coordinator Name' (coordinator@email@drexel.edu, (215) 895-####); 'Access SCDCOnline' with a red box around 'Manage Co-op Jobs' and links for 'Schedule On-Campus Interview Reservations' and 'Complete Student Performance Evaluations'; and 'Quick Links' with a link for 'Full Co-op Recruiting Calendars'.

# *On-Campus Interview Schedules*

**Service Type: Co-op Experience**

**Choose the activity you wish to perform:**

<b>Active Jobs</b>	<b>These jobs are the ones that are currently, or will be, active in the system.</b>
<b>Add a new job</b>	<b>Add a brand new job to the system from scratch.</b>
<b>All Jobs</b>	<b>Search all of the jobs you have in the system. Use this for the purpose of reposting them to a new location; or to track down a specific job that you have in the system.</b>

**Step 3:**  
Click “Active Jobs.”

# *On-Campus Interview Schedules*

Cycle: Fall (September 2014-January 2015)  
Round: A-Round

[Edit interview instructions](#)  
[Review Interview Candidates](#)

**Job Title / Job City**

**Job Number:** #####

Job Location: North New Jersey  
1 opening Interview Loc: **On Campus**

Job was approved and was made available for student viewing on 03/26/2014.  
Interview requests received: 7  
Interview candidates selected: no  
Deadline to select candidates: 05/27/2014

## **Step 4:**

Click

“Review Interview Candidates.”



DREXEL UNIVERSITY  
**Steinbright**  
Career Development Center

# *On-Campus Interview Schedules*

[Return](#)  
to Job list

[Special Interview Instructions](#) [Update Instructions](#)  
Interviews are on-campus, please sign up in the Drexel system

**Interview Location: Steinbright On Campus Recruiting**

[View your Interview Room Reservations](#)  
No direct return available

Print resume packets for: [All](#) [Accepted](#)  
(Save any choices below before clicking on these links) candidates candidates

[View selected candidates](#) in alpha order by name

**There were 4 applicants for this job.**

## **Step 5:**

To view your finalized student interview schedules, click the “View your Interview Room Reservations.”

# *On-Campus Interview Schedules*

Service Type: Co-op Experience

The On-Campus Interview Period is November 29th to December 10th, 2018

Below is your room reservation for this interview period  
Click on the "S" to view your interview schedule for that reservation

Reservation	Available Dates			
	11/29	11/30	12/3	12/4
6290		S		

[Return](#)  
to Interview Period Selection

## Step 6:

Click the "S" link on each of the reservations you have, this will display your interview schedule with student names.

# *On-Campus Interview Schedules*

Service Type: Co-op Experience

The On-Campus Interview Period is **November 29th**

Reservation Id 6290 for November 30th, 2018.

9:00 AM John Smith  
9:30 AM Jane Smith  
10:00 AM  
10:30 AM  
11:00 AM Jane Doe  
11:30 AM  
12:00 Noon Lunch  
1:00 PM  
1:30 PM  
2:00 PM John Doe  
2:30 PM  
3:00 PM  
3:30 PM AJ Drexel  
4:00 PM  
4:30 PM  
5:00 PM End of Day

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Start Time: 9:00 AM  
Interview Duration: 30 minutes  
Morning Interviews: 6  
Lunch: 12:00 Noon, 1 hour  
Afternoon Interviews: 8  
End Time: 4:45 PM  
Total Interviews: 14  
Interview Type: Single-Job - one job, one interview  
Linked Jobs: 356112

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## **Step 8:**

Based on the schedule you built during the candidate selection process, your finalized interview schedule will appear. This schedule will include student names, breaks, and/or lunch (if applicable).

## *Questions?*

Contact your co-op coordinator.

*Feedback on the new system?*

[Let us know!](#)

[Visit our co-op recruiting calendar.](#)