Step 1: Log in to employer.steinbright.drexel.edu using your existing Drexel credentials.
Step 2: Click “Manage Co-op Jobs.”
On-Campus Interview Schedules

Service Type: Co-op Experience

Choose the activity you wish to perform:

Active Jobs
These jobs are the ones that are currently, or will be, jobs.

Add a new job
Add a brand new job to the system from scratch.

All Jobs
Search all of the jobs you have in the system. Use past jobs for the purpose of reposting them to a new position; or to track down a specific job that you need.

Step 3:
Click “Active Jobs.”
On-Campus Interview Schedules

Step 4:
Click “Review Interview Candidates.”
On-Campus Interview Schedules

Step 5:
To view your finalized student interview schedules, click the “View your Interview Room Reservations.”
**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

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

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

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.