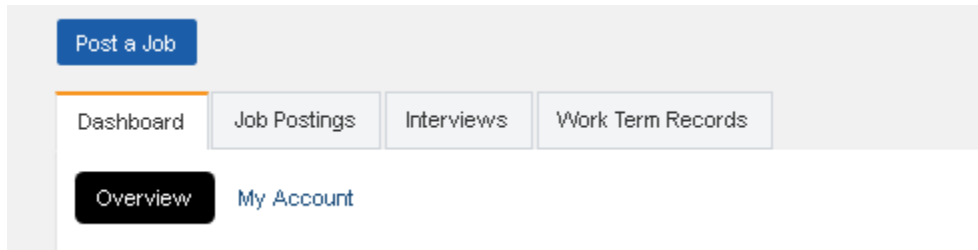


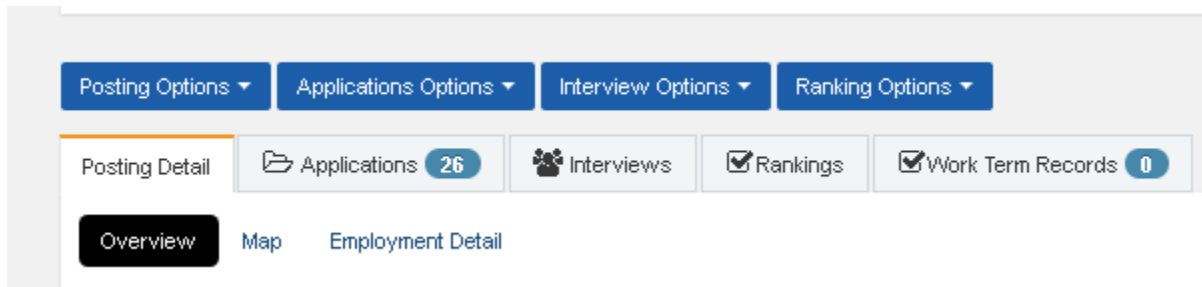
## Institute for Co-operative Education

### Selecting Candidates for an Interview & Creating an Interview Schedule

Step 1: Go to **Job Postings** tab on the Dashboard



Step 2: Go to your posting and click the **applications** tab (there will be a number next to it in blue, if you have received applications).

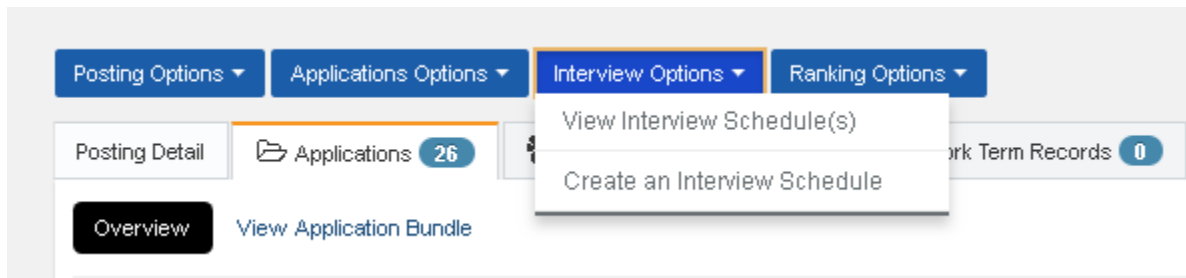


Step 3: Click the drop down menu next to the student's name, and change it to **selected for interview**.

TOTAL RESULTS: 26    DISPLAYING: 1 - 26

<input type="checkbox"/> All	Employed <input type="checkbox"/>	Application Status <input type="checkbox"/>	Released <input type="checkbox"/>
<input type="checkbox"/>	No	Application submitted ▼	Yes
<input type="checkbox"/>	No	Application submitted ▼	Yes
<input type="checkbox"/>	No	Application submitted ▼	Yes
<input type="checkbox"/>	No	Application submitted ▼	Yes
<input type="checkbox"/>	No	Application submitted ▼	Yes

Step 4: Click the blue 'Interview Options' tab and then 'create and interview schedule'.



Step 5: **Create and finalize your interview schedule.** Once it has been finalized, our admin team will be notified. The admin team will then open up your interview schedule, so that our students can selected their ideal time slot. Should you have any questions, please e-mail us at [coopinstitute@concordia.ca](mailto:coopinstitute@concordia.ca).

Step 6: You will receive a finalized copy of your interview schedule, **the day before your interview at 2pm.**