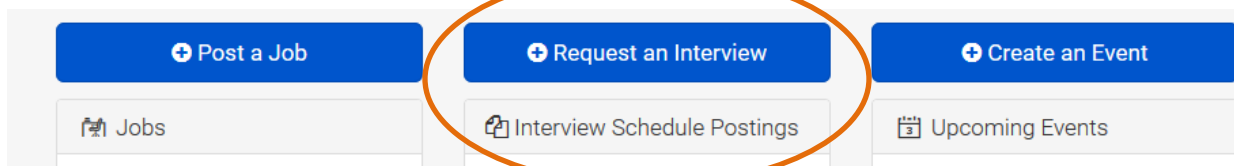




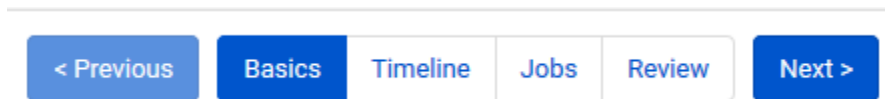
## Requesting a Campus-Facilitated Interview on Handshake

Request a Campus-Facilitated Interview Schedule:

1. Login to your [Handshake](#) account
2. Click "Request an Interview." It is the middle blue tab at the top of the home screen.



3. Complete the Autofill data listed in each of the sections below.



4. Once completed, select "Request Interview Schedule."
5. You will receive a notification from Handshake once the schedule has been approved!



For a visual walkthrough, please refer to Handshake's On-Campus Interview Guide [here](#)

### 3 Distinct Interview Types

1. Preselect Interviews: Interviews with pre-scheduled timetable, applicants, and rooms. Consist of the following:
  - Application period: preset timeline in which candidates can apply.
  - Review period: employers reviews applicants and designates them as Primary, Alternate, or Declined.
  - Sign-up period: candidates can sign-up for interview dates, with primary applicants having 1<sup>st</sup> choice.
  - Interview date: Interviews take place at UT Arlington Career Development Center!
2. Rooms Only: The number of rooms requested will be reserved under the employer's name at UTA's Career Development Center. The employer will select the students to interview, contact them to solidify interview times, and submit the final interview schedule to your Employer Outreach Specialist point of contact (or [hireamav@uta.edu](mailto:hireamav@uta.edu)).
3. Open: The Employer will specify an application period and a date to Interview. Students can immediately sign-up for interviews providing they meet the preselected qualifications - Employers do not need to pre-screen candidates.

**Please email [hireamav@uta.edu](mailto:hireamav@uta.edu) or call 817-272-2932 with any questions.**