Request an On-Campus Interview in the College of Business Administration

1. All interview requests are made through Handshake
   a. If you don’t already have a Handshake account, Click Here to Register

2. Click here to request an interview
   a. If the link above does not work, follow the steps below within Handshake:
      i. Click on Interviews in the left hand navigation bar
      ii. Click on the Request Interview Schedule tab in the right hand corner

3. Fill out the required fields as follows:
   - **What school would you like to interview at?:** Kent State University
   - **Career Center:** Career Services Office, College of Business Administration
     - Please ensure the correct career center is selected in order for the request to be properly routed to our office
   - **Interview Schedule Description**
     - Please describe the interview format and provide any information that will help the student prepare (ex: number of interviewers, required skills tests, etc.)

4. Click Next to select your interview date and schedule
   a. We typically have one interview room available at a time, but may be able to accommodate two by request
b. Under “Choose Your Preferred Timeline”, click **Enter Dates Directly**
   
i. Most employers create a **Preselect** schedule, which allows you to review and select which candidates you wish to interview. If you will be making your own schedule outside of the Handshake system, select **Room Only**

   c. Under “Select Your Interview Slot Template” select **Full Day 30-Minute Schedule**
      
i. This is our default template, but we can accommodate any schedule between 8:30am – 4:30pm. If you would like a different schedule, please enter your preferred time slots within the **Interview Schedule Description** on the previous page

5. Click **Next** to attach the job(s) you will be interviewing for
   
a. If your job is already posted on Handshake, you can select the **Copy Job Details** or **Use Existing Job** option
      
i. If your job is associated with any other events, please use the **Copy Job Details** option. This will create a separate copy of your job, and will ensure that the original posting attached to other events is not affected.

   b. If your job is not posted on Handshake, click the **Create New Job** button

6. Click **Next** to review your interview schedule. If no edits are needed, click the green **Request** button to submit your request. A CSO staff member will review your request and follow-up with additional information.

   **Questions? Contact** [buscareers@kent.edu](mailto:buscareers@kent.edu)