



# On-campus Interview Options

## Option: Preselect

Handshake will walk you through the interview set-up and handle key logistics. The Handshake Preselect process streamlines candidate screening, letting you quickly review and invite top applicants for on-campus interviews — all within a structured, time-saving system.

### Handshake will:

- Guide you through the prompts to schedule timelines and designate deadlines for application submission and closing date.
- Manage interview requests, build and manage interview schedule time slots, manage jobs attached to interview schedules.
- Access and make changes to schedules.
- Send reminder emails.

### Lead time required:

Please allow two weeks notice for this option, to ensure a seamless process.

## Option: Rooms Only

Your team handles the interview logistics while VCU Business Career Services provides the space and check-in support.

### You will:

- Create your own schedule — we can provide you with 30-minute and one-hour interval scheduling spreadsheets.
- Invite students to interview (from career fairs, networking, on-line applications).
- Manage deadlines, reminder emails and schedule changes.
- Inform students to check in at Business Career Services the day of the interview.

### Lead time required:

Please allow one week notice for this option, to ensure a seamless process.

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## With both options, VCU Business Career Services will:

- Provide parking and private rooms.
- Manage day-of student check-in and send candidates to your room five minutes before their scheduled start time.
- If the student is late or a no-show, we will contact them and update the on-site representative.
- Provide complimentary refreshments and a branded welcome bag.



Scan to link to  
the Handshake  
Interview module