Welcome to this brief tutorial of our Alumni Interviewer account website:

Enter the website at https://interview.ur.rochester.edu

- The first time you log in, please select the "Forgot Password" option, enter your email address as the "User Name" and an email containing a temporary password you can use to sign in will be sent to you. Log in to your account using your email address and this temporary password. You may then create a password of your choosing by selecting the "Change Password" tab on the right side of your personal profile page, located under the "Profile" tab.
- Once you successfully sign in, you will be taken to the Welcome page. Read through the Welcome page and familiarize yourself with its content.
- Click on the Profile tab. This is where you will set up your personal information and preferences as an Interviewer. (You will only have to do this once unless your availability changes.)
    - Update your information. Pay careful attention to the information that is pre-populated to be sure of the accuracy of what has been captured. Check the boxes that reflect any additional interview type preferences, and complete the remaining fields.
    - At the bottom of the form, you'll see a box to select: Active. If you wish to be inactive, deselect the box. (Note: Inactive is the default for all interviewers at the beginning of this season's program. When you are ready to receive interview requests, please change this setting to Active. You can sign into your account at any time to change your availability as often as needed throughout the program.) Even when you are inactive, you are still able to log into your account and have full access to your interviewees' information.
- Click on the Interviews tab and you'll be taken to a summary of your requested interviews queue.
    - The summary will include the name of the student interviewee/applicant, what type/method of interview they would prefer, the requested date, and the interviewee/applicant email and Skype address (if provided).
- Click on the Interviewee/applicant's name in the queue, and you will open the Applicant Interview page. You will be taken to a summary of the applicant's information. Here you can accept or decline the interview request from that student. If you accept the interview request, the student will appear in your Accepted Interviews queue. If you decline the interview request, a confirmation message will pop up confirming your intention to decline the interview. If you're sure, select OK and the interview request will be removed from your Queue.
- If you accepted the interview, select the Accepted Interviews tab found in the left-hand column.
    - Click on the name of the applicant you're ready to contact.
    - You will see the applicant summary once again, and below it, you will see a row of four tabs: Let's walk through them one-by-one:
        - The Communications tab is where you begin to communicate with the student to set up their interview. Please use the text box provided to reach out to the student. All communication between you and your interviewee will be captured here so that you'll both have a history of your conversation. This works just as an email would, and will be sent to the email address provided to us by the student. Your personal email will not appear to the student. They will see email sent from the customized mailbox: URAlumniinterviews@ur.rochester.edu: both you, and the student, will have to sign into the web portal to correspond with one another. Please add this email address to your safe senders list in order to avoid emails going to your junk or spam mailbox.
        - The Scheduling tab is where you enter the interview time/location that you and the student have agreed on. Entering this information triggers a confirmation email to the student with this information.

    - **The Profile** tab is where you see the student profile and information they submitted on their interview request form.
    - **Finally, the Evaluation** tab is where you will complete your interview evaluation of the student when you've completed your interview. You can **save** the evaluation to return at another time to edit/complete it, **or** if you are finished, you can **submit** the evaluation.

- There are links to our interviewer training video, a print version of the tutorial, the FAQ page, and other helpful items for your use and reference on the Welcome page, and under the Reference Materials Tab.