

How to sign up for a Mock Interview

1. Login to your Handshake account at fhsu.joinhandshake.com
2. Select **Jobs** on the menu bar
3. Search **Virtual Mock Interview Day**
4. Read the Role Description to review participating organizations and their preferred majors.
5. Select **Quick Apply**, and **Submit Application**

The screenshot shows the Handshake interface. The 'Jobs' tab is selected in the top navigation bar. A search bar contains the text 'virtual mock interview day'. Below the search bar, there are filters for Location, Full-time job, Internship, Part-time, On-campus, and All filters. The search results show two jobs found. The first job is 'Virtual Mock Interview Day - Spring 2021' by Fort Hays State University, Hays, KS. The second job is 'VIRTUAL REMOTE Internship - Valuation Intern for Small...' by KW Commercial / Keller Williams... Remote • New Orleans, LA. The details for the first job are expanded, showing the 'About the role' section with application deadline (February 11, 2021 11:55 PM), posted date (December 16, 2020), and US work authorization (Not required). The 'Quick Apply' button is visible. The 'Role Description' section states: 'Gain valuable interview skills by participating in a practice interview with professional recruiters. Virtual mock interviews are offered for ALL majors, from freshmen to seniors and graduate students. Representatives from the following organizations are conducting the virtual mock interviews: Eagle Communications (All Majors), Finney County Farm Bureau Association (All Majors), Fort Leavenworth USD 207 (Education Majors), MKC (Agriculture, Agribusiness), Salina Regional Health Center (Nursing, Radiology, Biology, Chemistry, ...)'.

6. You will see the dates and times available for the mock interviews. Choose **Take Slot** next to the interview time and company you'd like to schedule with.

The screenshot shows the 'Virtual Mock Interviews - Spring 2021' page. The left sidebar displays the employer logo and details for Fort Hays State University. The main content area shows the interview schedule for February 16th, 2021. A message states: 'Interview with Fort Hays State University - Virtual Mock Interviews - Spring 2021 for job Virtual Mock Interview Day - Spring 2021. Submitted less than a minute ago. This application was selected to interview with Fort Hays State University. You qualify for this interview schedule and can take a slot.' The schedule table lists two interview slots at 9:00 am and 9:30 am, both for 'Virtual Mock Interview Day - Spring 2021 #4259018'. The first slot is with Salina Regional Health Center - Jennie Johnson, Room Number 5. The second slot is with KANSASWORKS - Phyllis LaShell, Room Number 3. Both slots have a 'Take Slot' button next to them.

Time	Jobs	Student	Interviewer	Room	Action
9:00 am - 9:30 am	Virtual Mock Interview Day - Spring 2021 #4259018	Not Assigned	Salina Regional Health Center - Jennie Johnson	Unassigned Room Number 5	Take Slot
9:00 am - 9:30 am	Virtual Mock Interview Day - Spring 2021 #4259018	Not Assigned	KANSASWORKS - Phyllis LaShell	Unassigned Room Number 3	Take Slot

Note: If you don't see the available timeslots, go to Jobs on the menu bar. Select Applications, and choose Interview: Virtual Mock Interview Day. Contact Career Services at 785-628-4260 if you have any questions.