



The ECE Makerspace at Georgia Tech

The Hive: Interview Scheduler Help

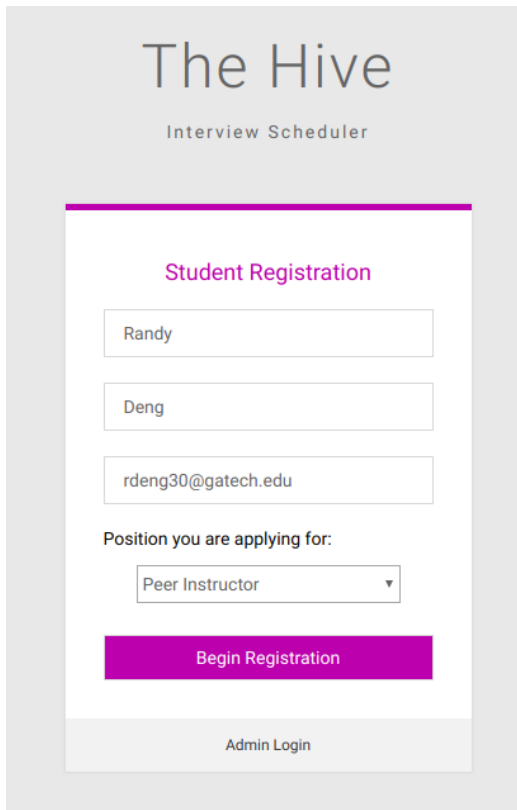
Created June 10, 2018

Last Edited June 11, 2018

Registration Process

There are three (3) main steps in the registration process:

1. Initial registration - After filling out and submitting basic information, you will receive an email confirmation with more instructions on how to proceed with your application.



The screenshot shows a web form titled "The Hive Interview Scheduler". The form is for "Student Registration" and contains the following fields and elements:

- First Name: A text box containing "Randy".
- Last Name: A text box containing "Deng".
- Email: A text box containing "rdeng30@gatech.edu".
- Position you are applying for: A dropdown menu with "Peer Instructor" selected.
- Begin Registration: A large purple button.
- Admin Login: A link at the bottom of the form.

Take note that you must enter an email ending with "@gatech.edu" and that not all positions will be available at any time. The positions available will be decided by the Executive Officers.

On the bottom right corner of the screen is a button to send an email to The Hive. Be sure to let us know if you run into any issues!

2. Full application - After confirming your Georgia Tech email, you will be given a unique link that will direct you to complete the rest of your application.

The Hive

Interview Scheduler

Student Registration

Randy

Deng

rdeng30@gatech.edu

Peer Instructor

Phone Number

Select your year:

4th Year

Expected Graduation Date:

12/10/2018

Please check which semesters you will be on campus:

Fall 2018

Spring 2019

Summer 2019

Why are you interested in this position?

I love The Hive.

Additional comments/concerns:

When will I receive my decision?

Upload Resume (1MB limit, *.pdf only):

Choose File rrd_resume.pdf

Complete Registration

The second part of the application will ask you about your availability and why you are interested in the position. After submitting the data, you will be redirected to your dashboard (assuming there are no issues). This dashboard is also accessible through the unique link emailed.

3. Dashboard and Interviews - Once you arrive to your dashboard, you will be notified by the Hiring Committee of future steps.

THE HIVE: USER

Dashboard

Interviews

Interview Scheduler

Your Profile

Basic information about you and your application!

First Name	Randy
Last Name	Deng
Email	rdeng30@gatech.edu
Phone Number	+1 203-339-2870
Position Applied For	Peer Instructor
Year	4th
Expected Graduation Date	2018-12-10
Semesters On Campus	Fall 2018, Spring 2019
Application Status	Application Pending

Interview Time

N/A

Schedule your interview!

Final Decision

Not Available Yet

Note: Decisions will also be emailed

WEBSITE

OROSYNC

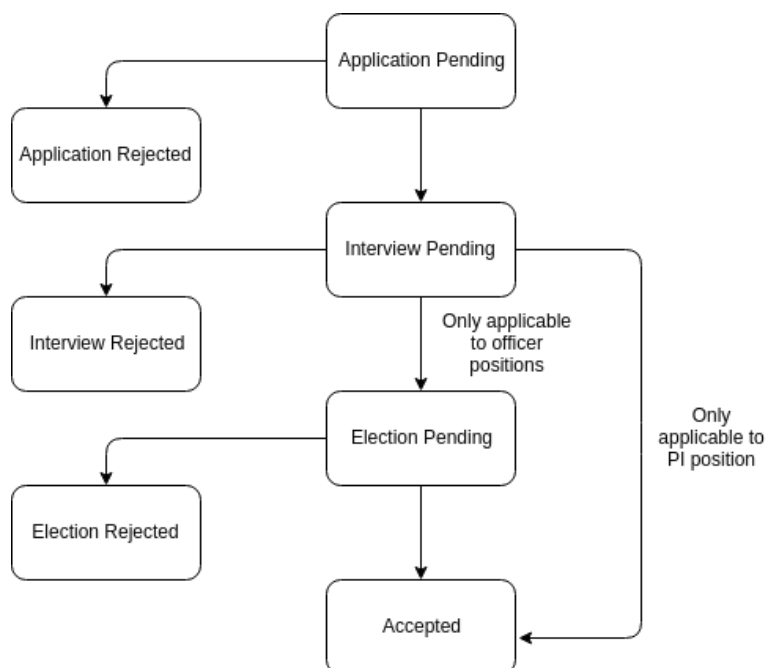
FACEBOOK

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The dashboard will show all your basic information as well as your final decision and applicant status. The interview tab will also allow you to schedule interviews once the Hiring Committee has made a decision and released time slots.

Applicant Status

You may have noticed that your application has an applicant status associated with it. All applicants will start with the “Application Pending” phase. Depending on what position you applied for, you may go through a different application path than other applicants. Below is a flowchart outlining the relationship between each of the applicant statuses.



More information regarding what each of the statuses mean can be found below.

- Application Pending - Application has been received and is under review
- Application Rejected - Applicant has been rejected during pre-screening
- Interview Pending - Application has passed pre-screening and the applicant will now schedule an interview with the Elections Committee
- Interview Rejected - Applicant has been rejected during the interview phase
- Election Pending - Applicant has passed the interview stage and will now be voted on by The Hive general body (only applicable to officer positions)
- Election Rejected - Applicant did not win the election and is thereby rejected (only applicable to officer positions)
- Accepted - Applicant has been accepted

Questions and Feedback

If you have any questions or feedback, please contact us at hive@ece.gatech.edu! We always seek feedback so that we can improve ourselves as an organization and give students the best experience.

FAQ

Q: Why do you only allow Georgia Tech emails?

A: As a GT organization, we only want GT students applying for these positions. The Hive is a makerspace run by the students, for the students and we would like to maintain this relationship. If you are still interested in applying but do not have a GT email, please contact us directly at hive@ece.gatech.edu.

Q: Why isn't my phone number accepted?

A: Try removing all special symbols and whitespace and submitting again. The Interview Scheduler only accepts phone numbers formatted in a certain way and checks to make sure the number is valid.

Q: What if the information in my initial registration is incorrect?

A: You can submit as many initial registrations as you want! They will be deleted at the end of the semester. However, you will be unable to change your full application once submitted.

Q: Will I be notified when a decision has been made?

A: Yes! You will be notified through email whenever a decision is made.