TIGER RECRUITING LINK
put a TIGER on your team

VIEWING/MANAGING SUBMITTED OCR RESUMES

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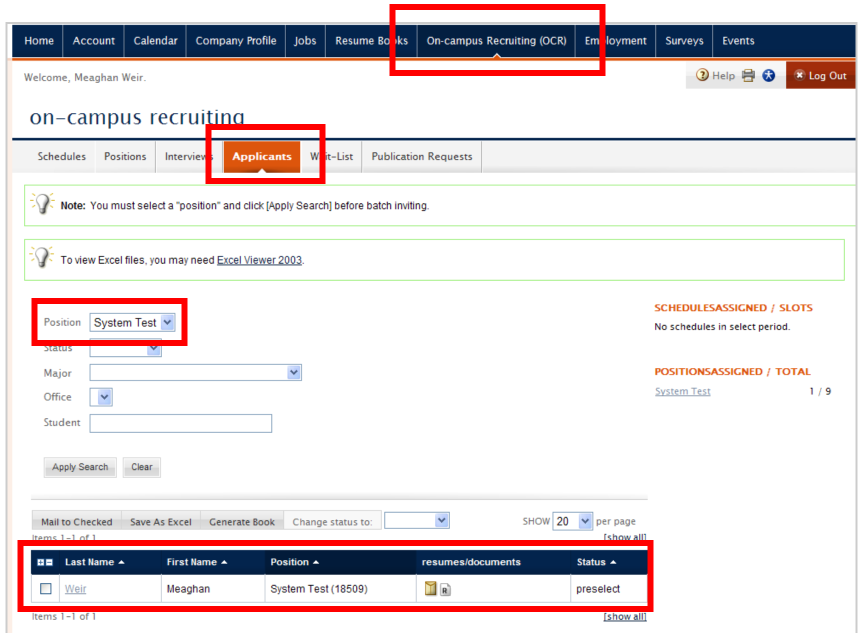
1. DEFINITION OF TERMS

- **On-Campus Recruiting (OCR):** Jobs where employers come on-campus to interview applicants in Career Development Services or Office of Professional and Career Development offices. OCR postings will either be **Pre-Select** (the employer screens resumes and invites select applicants to interview) or **Open** (the employer does not screen applicants. Qualified candidates can sign up for interviews without an invitation).
- **Non-OCR:** Jobs that will not have interviews conducted on Auburn's campus. Employers will contact candidates to set up interviews (phone or in person). **Student Employment employers fall in this category**

2. LOG INTO YOUR EXISTING ACCOUNT

- Go to **hire.auburn.edu** (or bookmark **https://auburn-csm.symplicity.com/employers**) and log-in to your account.
- Click on the **On-Campus Recruiting** tab located in the top row of navy colored tabs. Click on the **Applicants** tab to view a list of those who have applied/submitted resumes to your OCR schedule.

3. VIEWING THE LIST OF APPLICANTS



- Select the position you wish to view by using the **Position** drop down menu.
- In the Applicants tab you can see the applicant's name, the position they have applied for, the documents the have submitted, and their status.
  - **Last Name:** The last name is a link. Clicking on the link will take you to the **Student Information** page.
    - If you want to "force" students to sign up on a specific schedule (if you have more than one schedule and/or are coming on multiple days) you can do so when you invite them by clicking on their last name. You will see a place to mark them invited from this page. When you mark Invited, the screen will refresh and you can select the schedule/room from the Available Dates drop down menu.
    - Note: If you assign one student to a specific schedule/room, then you MUST assign ALL students to a room. If you have no preference on room, you can invite students by using the **Status** column.
  - **Documents**: You can view the resume in PDF form by click the paper icon with the **"R"** on it
  - **Status**: This is where you will make your decision on each applicant. If you see "Select has not begun" in the Status column, that means the students are still able to apply. After the student application deadline has passed and during employer decision dates, the status will show **"Pending"** meaning you will now be able to select your interview decisions in TRL.
- Take note of the employer decision dates in the **Schedules** tab and by clicking on the schedule date.
- Once a student signs up for an interview, the interview details will appear in the **Interviews** tab.

4. INTERVIEW SELECTION TIPS/TROUBLESHOOTING

- **You may add students to your list of applicants if you want to invite someone who didn't originally submit their resume:**
  - To do so, click on the **OCR menu**, and the **Schedules** tab. Click on the **schedule date** and scroll to the bottom of the page. Under the **Applicants** section click the **Add New** button. If the student has a TRL account you can search for and add them to your list.
  - You can add students during the applicant period and during your decision period. Once students sign up for interviews, you will not be able to add students through TRL.
- **The system won't allow you to over-invite students to a schedule:**
  - If you don't see the "**Invite**" option in the **Status** column drop down menu, that means you have already invited the maximum number of applicants to fill your schedule.
- **The system automatically saves the status of each applicant:**
  - You do not have to click Save or Submit when you are finished updating the statuses of applicants from Pending to Invited, Not Invited, etc.
- **What happens if I don't review all students?**
  - Students left as **Pending** will automatically be changed to **Not Invited** after the employer decision period is complete.
- **Students have the option to decline an interview:**
  - If an invited student declines an interview, you will see that on the right of the status in the **Status** column
- **If you have multiple jobs in multiple rooms, we can assign jobs to specific rooms:**
  - The purpose of this is if you want to separate interviews so all of one job's interviews are held in one room and the other in another room.
  - These changes MUST be made BEFORE the employer decision period ends. Once the student sign-up period begins and they have signed up for interviews, it is too late to make these changes.

For instructions on attaching a posting to your schedule, please see the user guide: Attaching Job to an OCR Schedule at www.hire.auburn.edu.

For additional assistance, please contact Jessica Endress at jle0016@auburn.edu or Meaghan Weir at meaghan@auburn.edu in Career Development Services (334-844-4744), or Melanie Woods at woodsme@auburn.edu in the College of Business Office of Professional and Career Development (334-844-2266).