

TIGERRECRUITINGLINK

your LINK to jobs, interviews and employers

PRE-SELECT OR SUBMIT RESUMES FOR OCR JOBS

- 1. Overview of Terms
- 2. Log-In
- 3. How to Pre-Select

- 4. Interview Requests Tab
- 5. Other Documents

1. OVERVIEW OF TERMS

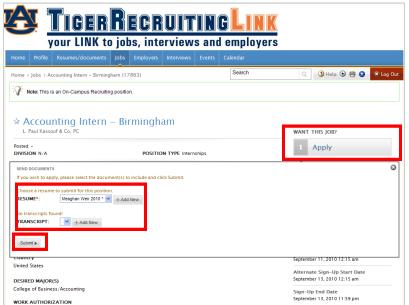
- On-Campus Recruiting (OCR): Jobs where employers come on-campus to interview applicants in the Auburn University Career Center or Office of Professional and Career Development offices. OCR posting will either be Pre-Select (the employer screens resumes and invites select applicants to interview) or 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).

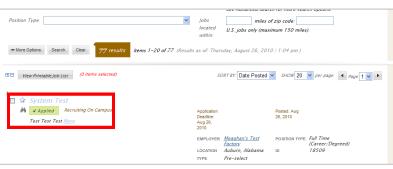
2. LOG INTO YOUR EXISTING ACCOUNT

- Go to jobs.auburn.edu (or bookmark https://auburn-csm.symplicity.com/students) and log-in to your account.
- Click on the **Jobs** tab and select **Auburn: Jobs/Interviews** to search for OCR jobs posted directly to Auburn's site.

3. HOW TO PRE-SELECT

- A. In the search criteria box select the **Show Me** drop-down box and select **All Interviews** to find OCR postings.
 - If you use **Keyword** in the search criteria, add an **asterisk** (*) to the name to ensure that the system will find the company in the search.
- B. Click **Search**. You will then see the current OCR postings. To sort by deadline, click on the **Sort By** drop down menu and select **Deadline**. You will then see the jobs in order of their expiration date.
- C. Note the jobs and employers. Click the name of the job you are interested in to see the **Position Information Page**. You can read any information included with the job.
- D. While in the **Position Information Page**, note the **Application Status** box on the right side of the screen.
 - If you do not qualify for the job, you will see Non-qualify because followed by the reasons you do not qualify for the position.
 If you do qualify you will see the process for submitting your resume (preselecting).
 - If you do qualify for the job you will click on the **Apply** button.
 - This will open a new box with the preselect requirements. Click in the **Resume** drop down menu to select your resume. Follow the same process for all other required documents.





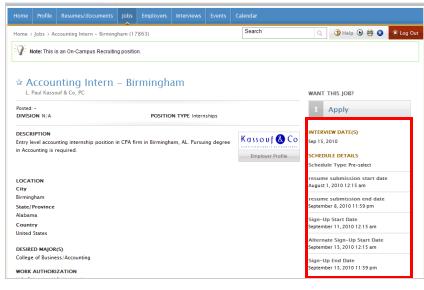
- Click **Submit** to Pre-Select the OCR job.
- The **Apply** button will turn green with a check mark and will show "**Applied**"
- E. Click the **Back** button (at the bottom of the TRL screen, not the web browser's back button) to return to your original search results. **Continue the process** until you have pre-selected all of the jobs you are interested in.

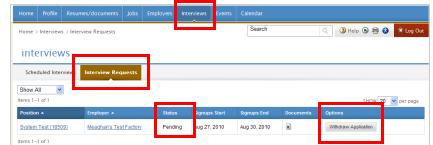
4. INTERVIEW REQUESTS TAB

- To see the list of all jobs you have preselected, click on the **Interviews** tab.
- Click on Interview Requests to see this list.
- This is where you will go to see if you have been invited to interview (in the Status column). The job positing application status will contain information on deadlines so you will know when to expect invitations to set up interviews.
- You can also withdraw your resume up to the Pre-Select Deadline in the event you change your mind.

5. OTHER DOCUMENTS

- You do **NOT** need to attach a **Cover Letter** unless specifically requested by the employer. Most OCR employers will not ask for a cover letter.
- If an employers requests a copy of your **transcript**, upload a copy of your unofficial transcript into your TRL account. Log-in to your AU Access account to view your unofficial transcript. Print your transcript to Adobe PDF to save as a PDF file. Upload this file to TRL.







AUBURN UNIVERSITY
CAREER CENTER
303 MARTIN HALL | 334.844.4744
WWW.AUBURN.EDU/CAREER

OFFICE OF PROFFESIONAL AND
CAREER DEVELOPMENT
101 LOWDER | 334.844.7203
WWW.BUSINESS.AUBURN.EDU/OPCD/