



# TIGER RECRUITING LINK

put a TIGER on your team

## COMPLETING OCR SCHEDULE REQUEST

1. Definition of Terms
2. Log-in
3. Requesting a New Schedule

### 1. DEFINITION OF TERMS

- **On-Campus Recruiting (OCR):** Jobs where employers come on-campus to interview applicants in the AU Career Center 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](http://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. Or click the **Create A New Schedule Request** button under **Shortcuts** to go directly to the form.

### 3. REQUESTING A NEW SCHEDULE

- In this tab you can create a new schedule request by clicking **Request A Schedule**.
- Fill out the **New Interview Schedule Request Form** (note the system will automatically refresh after some choices are selected)

A. **Select a recruiting session:** Choose the year and semester you wish to interview (i.e. Fall 2011)

- Select the **AU Career Center** option if you will be interviewing students of all majors or majors other than business.
- Select the **College of Business** option if you will be interviewing ONLY College of Business students.
- Select the **McWhorter School of Building Science** Option if you will be interviewing ONLY Building Science students.
- Select the **Accounting Weeks** option if you will be interviewing for accounting positions during fall accounting weeks.

B. **OCR Model:** Choose ONE of the

following options. (Note: this can be changed if needed)

- **Room Only:** Employer will make any and all schedule arrangements and are only reserving a room
- **Pre-Select:** Students will submit their resumes online for you to review. Employer will select and invite students to interview. Only invited students can sign up for an interview slot.
- **Pre-Select to Alternate:** Follows the same process as Pre-Select, except employer also selects several alternate choices who will be eligible to interview should any invited students decline their invitation to interview. Invited students will have first access to signing up for interviews and Alternates will be eligible to sign up for remaining slots.

Home Account Calendar Company Profile Jobs Resume Books **On-campus Recruiting (OCR)** Employment Surveys Events

Welcome, Meaghan Weir.

Announcements

**'Get Cookin' with CDS Sponsors**

We would like to thank the following sponsors for their generous support of the Fall 2010 Get Cookin' With CDS Cookout.

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More Announcements

Alerts

**SHORTCUTS**

- Post a Job to Multiple Schools (Fee Based)
- View Multi-School Job Postings
- View Participating NACElink Schools
- Create New Schedule Request**
- View OCR Interviews
- View OCR Applicants
- Submit Placement Info for AUBURN
- Create Non-OCR Job Posting (full-time jobs & internships, and part-time, on & off campus jobs.)
- View Non-OCR Job Postings
- View Non-OCR Applicants
- Request New Information Session

**EVENTS**

- Fall 10- EID is currently active
- Fall10 Business/Non-Tech CAREER EXPO is currently active
- Fall10 Engineering/Technical CAREER EXPO is currently active
- COB Fall 2010 Expo is currently active
- COB SCMN Expo Fall 2010 is currently active

Your feedback is welcome.

- **Open:** Any students who meets employer's qualifications may sign up for an interview. Employer are NOT able to review resumes prior to the student signing up for an interview.
- C. **Interview Date:** Select the date you wish to interview at Auburn University. For a list of available dates please refer to the table on the right of the screen to make sure we have enough rooms available to accommodate your needs.
- D. **Time Slot:** Select Full Day, Morning, or Afternoon duration for all interviewing. Full Day schedules run from 8:15-4:30; Morning from 8:15-11:45; Afternoon from 1:00-4:30 (one 30 minute full day schedule allows for 13 interviews)
- E. **Number of Rooms:** Enter the number of individual interview rooms you will need. If you would like more than one room, you will NOT need to fill out separate schedule requests for each room. (There will be one schedule per room but you can have more than one job attached to a schedule).
- F. **Location:** Employers interview during Accounting Weeks or students from College of Business ONLY will interview in Lowder Business Building (Office of Professional and Career Development). Employers interview all other majors or a mix of business and other majors will interview in Mary Martin Hall (AU Career Center). (ALL Interviews held after Career Expo events will take place in the The Hotel at Auburn University and Dixon Conference Center)
- G. **Interview Length:** Select to conduct 30, 45, 60, or 90 minute interviews.
- H. **Allow Multiple Student Interviews:** Select whether or not to allow students to sign up for more than one interview on this schedule if multiple jobs are attached.

I. **Notes:** Please include any additional information you need career center staff to know including changes in times/lunch breaks, etc.

- Click on **Submit**. Your schedule will appear in the **Pending Schedule Request** area under the Schedules tab of the On-Campus Recruiting menu until it has been approved. You will receive an email confirmation when your schedule request has been approved.

Welcome, Meaghan Weir.

on-campus recruiting

Schedules

Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.

Schedules

Generate Interview Packet Items 1-1 of 1

Date	ID	Timespan	OCR Model	Positions	Options	Approved
Oct 4th	1382	8:15 am - 4:30 pm	Preselect to Alternate	System Test	1 applicant	✓

Request a Schedule Items 1-1 of 1

Pending Schedule Requests

Items 1-1 of 1

Date	Location	Rooms (#)	Interview Length	Position Type(s)	Time Slot	OCR Model
Oct 11th	400 Mary Martin Hall (Career Services)	1	30		morning	Preselect

Items 1-1 of 1

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](http://www.hire.auburn.edu).

For additional assistance, please contact Jay Skipworth at [jbs0003@auburn.edu](mailto:jbs0003@auburn.edu) in the AU Career Center (334-844-4744).  
Additional Contacts:

Melanie Woods at [woodsme@auburn.edu](mailto:woodsme@auburn.edu) in the College of Business Office of Professional and Career Development (334-844-2266).

Cassandra Calloway at [callocd@auburn.edu](mailto:callocd@auburn.edu) in the McWhorter School of Building Science (334-844-5314).



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