ATTACHING A JOB TO AN OCR SCHEDULE

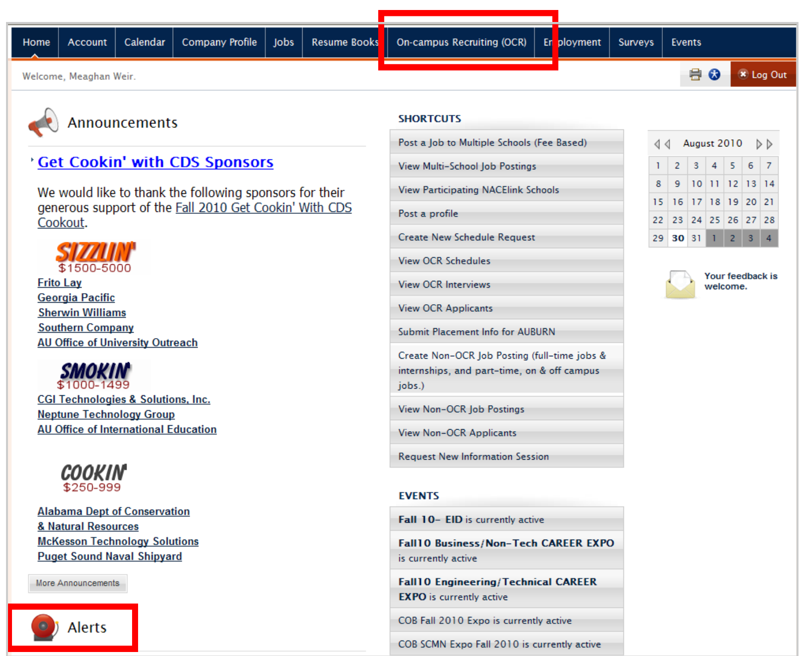
1. DEFINITION OF TERMS

- **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.
- After receiving an email confirming that your schedule request has been reviewed and approved, you must next complete your schedule by entering a job description(s) and screening criteria for the job that you will be interviewing for.

3. ATTACHING A JOB

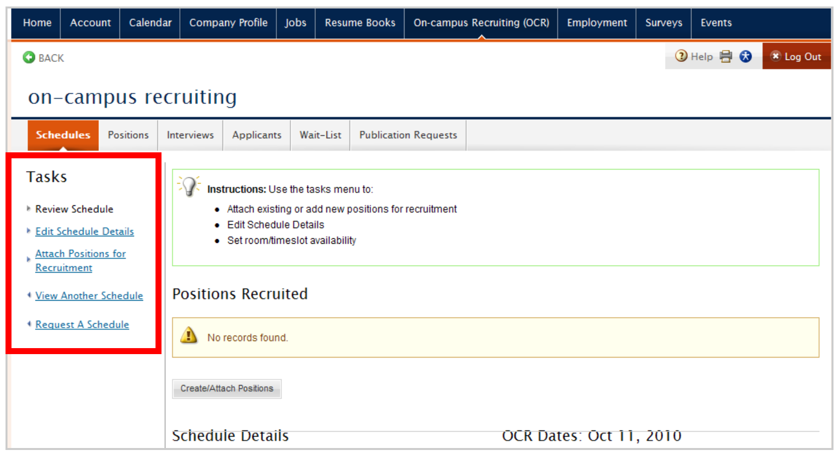


- From the TRL home screen either click on "1 OCR Schedule in need of position(s)" under **Alerts** *or* click on the **On-campus Recruiting Menu** at the top of the screen and click on the **Schedules** tab.
- You will see your schedule(s) listed by date. Under the **Options** column click the **Attach Position** button.
  - If you already have a job attached to the position and decided later to add another, you can click the schedule date and under **Positions Recruited** click **Create/Attach Positions**.
- **Job Posting Options:**
  - **Copy/Create a New Positions**: You will create a new position for this schedule or copy an existing position in your account.
  - **Link a Position from Another Schedule**: You can attach a position currently listed on another OCR schedule. This position will share applicants.
- **Complete the Position Information form if creating a new posting:**
  - **Position Type:** Select the type of position this job will fill
  - **Copy Existing:** Choose an existing job posting if you would like to attach one to this schedule
  - **Job Title:** Enter the name of the job
  - **Description:** Enter your job description. Please enter as much information as possible so students will be able to tell if they will be a good match for your position.
  - **Contact Information**: Enter any additional contact information besides your name, that you would like students to see. We recommend that you at least include your name so that students can direct their cover letters to a specific person.

- **Work Authorization:** Select the work authorization(s) your organization is able to interview. Select more than one by holding down the CTRL key while selecting options.
- **Desired Majors**: Select the majors you wish to apply and interview. You may selected more than one by clicking each individually. We recommend not selecting "All Majors" but instead select each major you will consider.
- **Additional Docum**ents: Select Unofficial Transcript if you would like students to provide this.
- **Salary Level**: Provide a salary range if you choose to do so.
- **Location**: Provide location information for your position if possible.
- **Attachments**: You may attach a file if you wish. This could be a company poster, a job description flyer, etc.
- **Additional Application Instructions**: Include any other information you would like to provide the students.

- **When finished with this position:**
  - Click **Save and Attach Another**: to attach another position to this schedule or another schedule
  - Click **Save and Finish**: when you have finished attaching jobs to this schedule
- **Editing a Position**: To edit a job that has been attached to a schedule, click on the job name. After you make your changes click the Submit button. If you would like to erase your edits, click the Reset button.

4. TASKS MENU



- While in your schedule information you will see the **Tasks** menu on the left side of the screen. This is where you can edit information and view more details. (Note: You will only see option that are relevant to the particular schedule you are viewing)
- **Review Schedule:**
  - **Positions Recruited**: Shows you your current jobs, the schedules that are attached top, interview dates, number of rooms, and number of applicants and interview slots.
  - **Schedule Details**: Shows you all of the relevant information and dates for your schedule—including students & employer deadline dates. The Edit Schedule Details button allow you to edit certain information about your schedule (editable information depends on where your schedule is in the OCR process). For major changes please contact one of the OCR administrators listed below.
  - **Interviews Scheduled**: Allow you to view the invited students that have signed up for an interview slot.
  - **Applicants**: Shows you the list of invited students. This is also where you can add students in TRL to your applicants list so you can also invite them to interview. This may prove useful if you meet students at Career Expo and want to invite them to interview.
- **Edit Schedule Details:** See information in Schedule Details above.
- **Attach Positions for Recruitment:** Click here to attach another position to your schedule
- **View Another Schedule**: Takes you back to the list of schedules listed by date. Click on another schedule to view the details available.
- **Request A Schedule**: Request additional schedules.

For instructions on using the OCR menu please see the user guide: Using the OCR Menu at www.hire.auburn.edu.

For additional assistance, please contact Jay Skipworth at skipworth@auburn.edu in the AU Career Center (334-844-4744. Additional Contacts: Melanie Woods at woodsme@auburn.edu in the College of Business Office of Professional and Career Development (334-844-2266) & Cassandra Calloway in the McWhorter School of Building Science (334-844-5314).