



TIGER RECRUITING LINK

put a TIGER on your team

OCR INTERVIEW SELECTION TIPS

1. Automatic Saving
2. Making Changes
3. Adding Applicants

4. Over-Inviting
5. Adjusting Schedules

1. AUTOMATIC SAVING

- When you make your selections (from pending to invited) they are automatically saved; thus, there is no “Save” or “Submit” button.

2. MAKING CHANGES

- Though you may make your selections immediately, students will see their status as “pending” until their interview sign-up period begins. This means you can make any changes you need until your selection deadline date without confusing students.

3. ADDING APPLICANTS

- You may add applicants to your invitation list if you want to invite someone who did not 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.

4. OVER-INVITING

- The system will not 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.
 - If you have more than one schedule, we may be able to adjust some of the spaces to allow more students to be invited. If you run into this problem, contact your locations OCR manager.

OCR Contacts: Auburn University Career Center: Jay Skipworth 334-844-4744
College of Business: Melanie Woods 334-844-2266
McWhorter School of Building Science: Cassandra Calloway 334-844-5314

5. ADJUSTING SCHEDULES

- Remember, we can adjust schedules if needed. Changes to schedule start/end time, number of rooms, etc. can easily be changed if done prior to the student interview sign-up period. After that time, we won't be able to make changes to the schedule(s).
- AU Career Center or OPCD will automatically condense your schedule to fit the number of students you invite to interview so you won't have interviews spread throughout the day with large gaps between interviews.



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