

## USING THE OCR MENU

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### 1. DEFINITION OF TERMS

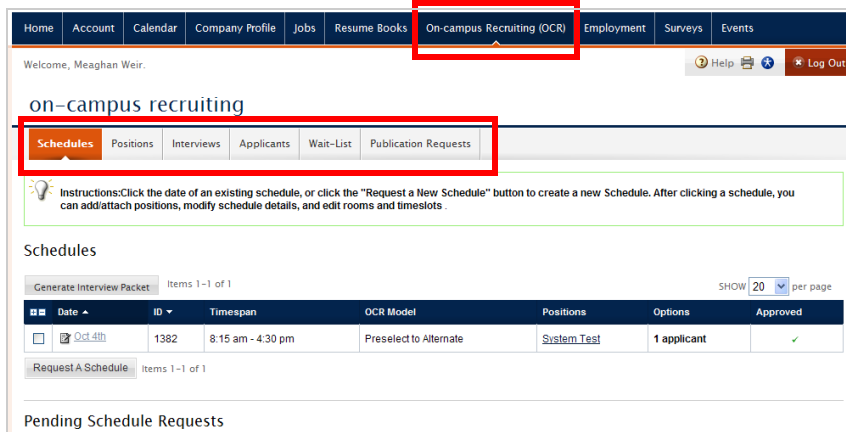
- **On-Campus Recruiting (OCR):** Jobs where employers come on-campus to interview applicants in the AU Career Center or Office of Professional and Career Development offices. OCR postings will either be **Pre-Select** (the employer screens resumes and invites select applicants to interview) or **Open** (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](https://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.

### 3. SCHEDULES TAB

- In this tab you can create a new schedule request by clicking **Request A Schedule**.
- You can also view and edit existing schedules.
- For complete instructions for **Completing A Schedule Request** and **Attaching a Job to a Schedule** see the user guides at [www.hire.auburn.edu](http://www.hire.auburn.edu).



The screenshot shows the Auburn University Career Center website. The top navigation bar includes tabs for Home, Account, Calendar, Company Profile, Jobs, Resume Books, On-campus Recruiting (OCR), Employment, Surveys, and Events. The 'On-campus Recruiting (OCR)' tab is highlighted with a red box. Below this, the 'on-campus recruiting' section has a sub-menu with tabs for Schedules, Positions, Interviews, Applicants, Wait-List, and Publication Requests. The 'Schedules' tab is also highlighted with a red box. The main content area shows a list of schedules with columns for Date, ID, Timespan, OCR Model, Positions, Options, and Approved. A table with one row is visible, showing a schedule for Oct 4th, ID 1382, from 8:15 am to 4:30 pm, with the OCR Model 'Preselect to Alternate' and one applicant.

### 4. POSITIONS TAB

- To post a new job in the OCR menu, you must first request a schedule for that job to be attached to.
- View a list of all of your OCR jobs currently in the system and view the schedules they are attached to.
- Click on the title of the job to see the full position information. You can also see a **Preview** of how the posting will appear to students.
- If you are editing the position information, click the **Submit** button to save your changes. To erase your edits, click the **Reset Form** button.
- To return to the list of jobs, click the **Back** button at the bottom of the page.

### 5. INTERVIEWS TAB

- View scheduled interviews for your upcoming OCR visit:
  - Choose the job you want to view in the Position drop down menu and click the Apply Search button
  - If no students have signed up yet, you will see "No Records Found." Once students have signed up, you will see the schedule, the position, student name, room, time, and student document(s) listed on the page.
  - If you would like to see your schedule listed in a schedule format, click on the schedules tab, then click the schedule date, and click **View Interview Schedule** in the **Tasks** menu.
- Mass Email/Generate Personal Resume Book:
  - You can send an email to any number of students listed on this screen or print your own resume book by clicking the

boxes on the far left of the screen by each students' name. After you have selected the students, choose either Mail to Checked or Generate Book in the Batch Options drop down menu.

#### 6. APPLICANTS TAB

- You can search by position (using the Position drop down menu) for all students who were invited or selected as alternates, etc (from the Status drop down menu).
- You can also search by student name if you need to look up specific students.
- Students may decline an invitation to interview on TRL and you can see which student(s) have done so on this page.

#### 7. WAIT-LIST TAB

- Auburn University does not currently use Wait-Lists. If you would like the ability to invite more students than you have space for on your interview schedule in order to have back-ups in the event that some students decline the invitation to interview, you may use the **Pre-Select to Alternate OCR Model** on your schedule request form.

#### 8. PUBLICATIONS REQUEST TAB

- You can create a resume book or packet of resume through this page. Resume packets are a great way to print groups of resumes at one time. You can also create a schedule packet which will contain a copy of your OCR schedule and all relevant resumes. (Note: Career Services will provide this for you on your interview day at Auburn).
- You can also generate an interview packet from the Schedules tab by clicking the box(es) next to the date(s) and click the **Generate Interview Packet** button.

For instructions on requesting an OCR Schedule and attaching a posting to your schedule, please see additional user guides at [www.hire.auburn.edu](http://www.hire.auburn.edu).

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