

Career Services at Auburn University

How To Pre-Select, Apply or Submit Your Resume:

(These words mean the same thing (pre-select is used only for OCR. The others can also refer to Non-OCR job postings.)

OCR = On-Campus Recruiting/interviews

1. Click on the **Jobs menu** then click on **Auburn: Jobs/Interviews**.
2. In the grey box just under the tab, you'll see a **Show Me drop-down box**. This is where you can decide exactly which of the posted jobs you want to see. For on-campus interviewing, you can choose **"All Interviews,"** which will show you all OCR jobs in the system. This is what I recommend you choose. If you choose "Interviews I Qualify For" the system will filter out jobs based on the job qualifications and your profile information. If you filter by qualification, there is the chance that you will miss something you would be interested in applying to. Click the **Search button** at the bottom of the gray box. If you use the **Keyword search** option to locate an employer, you'll need to add an asterisk (*) to the name unless you type the company name exactly how it is listed in the system.
3. You will now be looking at the jobs sorted by date posted. If you click on the word **Deadline** in the Deadline column, it will **sort the jobs by the pre-select deadline** so you can review the jobs in the order of their expiration date. Or you can sort them by **Employer** by clicking on that column heading.
4. You'll see the name of the jobs and the employer in the first two columns. Click on the name of the job to go to the **Position Information Page**. This is where you can read any information, job description, etc. entered by the employer. **This is also where you will pre-select** if you choose to. On the right side of this page you'll see the Application Status box, Important Dates, and Screening Criteria.
5. In the **Application Status box** on the right: If you don't qualify for the job, you'll see **"non qualify because:"** and the reasons will be listed. If you do qualify, in the Application Status box you'll see the process for **submitting your resume**. In the Resume drop-down menu, choose the resume you want to send (if you have more than one). The Notes text box is optional and probably not something you'll use often. Click the Submit button to submit your resume to this job. After you do so, in the Application Status box you'll see the following message **"Your application has been submitted."**
6. Click the **BACK button** at the bottom of the page to go back to your original search results. Continue the process until you've pre-selected for all the jobs you're interested in.

***To see the list of everyone you have pre-selected with click on the Interviews menu.**

Click on the **Interview Requests tab** to see this list. This is also where you will find out if you've been invited to interview (under the Status column). **This is also where you can withdraw your resume if you change your mind.** You can only withdraw your resume until the Pre-Select Deadline date for each job.

***You do NOT need to attach a Cover Letter unless specifically requested by the employer.** Most employers coming for On-Campus Interviewing will not ask for a cover letter.

***Some employers may ask for a copy of your transcript.** You can upload a copy of your unofficial transcript from the web into your TRL account by saving your online copy (available in AU Access) as a Word or PDF document.

If you have any questions, please contact Karen Allen or Leigh Alexander at allenkm@auburn.edu or alexleb@auburn.edu.