updated: 2/09

# HOW TO USE THE ON-CAMPUS RECRUITING (OCR) MENU OPTIONS

*(includes: schedules, positions, interviews & applicants)*

These instructions assume you have already logged in your TRL account and clicked on the on-campus recruiting (OCR) tab across the top.

## 1ST Tab: Schedules:

From this page, you can create a new schedule request by clicking on the **Request A Schedule** button. You can also view and edit schedules you have already set up by following the instructions below.

From this page you immediately see the list of your approved **Schedules** and below those you see your **Pending Schedule Requests.** Under Schedules, click on the date of your schedule to see all of your information for that particular schedule in one place, including Positions Recruited, Schedule Details, Interviews Scheduled, and Applicants. Notice the **Tasks menu** on the left of your screen. This is where you can edit your information and see even more details such as:
*(**note**: You will only see the links that are relevant to the particular schedule you are viewing. For instance, if it's too late to add another job to your schedule, you won't see option number 3 under your Tasks heading.)*

1. **Review Schedule:**
   - **A. Positions Recruited**: shows you your current jobs, the schedules they are attached to, interview date(s), number of rooms, and number of applicants and interview slots.
   - **B. Schedule Details**: shows you all the relevant information and dates for your schedules – including student & employer deadline dates. The Edit Schedule Details button will allow you to edit certain information about your schedule depending on where the schedule is in the OCR process (for example, you won't be able to change the interview length after students have begun signing up.) For other changes, please email Karen at allenkm@auburn.edu or Leigh at alexleb@auburn.edu.
   - **C. Interviews Scheduled**: Allows you to see which of the invited students have signed up and their interview time.
   - **D. Applicants**: Shows you the list of all of your invited students. This is also where you can add students in TRL to your applicants' list so you can also invite them to interview along with the students who already applied. This may come in handy if you meet students at an event like our Career Expo and want to add them to your invitations.
2. **Edit Schedule Details:** See1B above.
3. **Attach Positions for Recruitment**: Click here to attach another position to your schedules.
4. **Room/Timeslot Availability**: ***If you have more than one job and want each job to have separate rooms and have students sign up on separate schedules, this is where you can make that happen***. Just select the job in the drop down menu and make sure the + signs are turned on only for the number of rooms you want this job interviewed in. (If you have any questions, contact Career Services and we will be glad to help you.) You can also make adjustments to your schedule, block out times you don't want to use for interviewing, change your last interview time to earlier in order to leave early, etc. Remember, once students begin signing up, changes to your schedule cannot be made.

5. **View Interview Schedule:** This is where you can view your interview schedule in a schedule format so you can see what times students have signed up for.
6. **View Another Schedule**: This takes you back to the list of your schedules found when you

clicked on the Schedules tab. You can click on another schedule date to view all these details for another of your schedules.

7. **Request A Schedule**: Click this link to request additional schedules.

**2nd Tab: Positions** (Jobs):

*(Important Note: In the OCR menu, to post a new job you must first request a schedule for that job to be attached to or attach it to an existing schedule.)* View a list of all of your OCR jobs currently in the system and what schedule they are attached to. Click on the Title of the job to see the full position information. To return to the list of jobs, hit the return button at the bottom or the return link at the top far right of your screen. To edit a job, click on the job name. After you make your changes, click on the Submit button. If you want to erase your edits, click on the Reset button.

**3rd Tab: Interviews:**

1. **View your scheduled interviews** for your upcoming OCR visit. Choose which job you want to view from the **Position** drop down menu and click the **Apply Search** button. If no students have signed up yet, you'll get a "no records found" message. Once students begin signing up, you'll see the schedule, the position, student name, room, time, and student document(s) listed on this page. If you want to see your schedule laid out in a schedule format, click on the Schedules tab, then on the schedule date, and then on the View Interview Schedule choice on the left.
2. **Mass Email/Generate Personal Resume Book**: From this list you can send an email to any number of students listed on this screen by clicking the box on the far left of the screen, which will put a checkmark (√) in the box. After you've selected your student(s), from the Batch Options drop down menu choose either Mail to Checked or Generate Book to keep specific resumes gathered in a resume book of your making.

**4th Tab: Applicants**:

From this page you can search by position (using the Position drop down menu) for all students who were invited or made alternates, etc. (from the Status drop down menu). You can also search by student name if you need to specifically look up certain students. Students may decline an interview invitation online. You can see which students (if any) declined an interview from this page.

**5th Tab: Wait-List:**

Auburn 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 some backups just in case some of the invited students don't sign up, the only way to do so is to choose the **OCR Model**: *Pre-Select to Alternate* on your schedule request form.

**6th Tab: Publication Requests:**

You can create a resume book or packet of resumes you'd like grouped together and the Publication Requests page is where you would access that. Resume packets are also a good way to print groups of resumes at the same time. You can also create a schedule packet which will contain a copy of your OCR schedule and all the relevant resumes. *Note: Career Services will provide this for you on your interview day at Auburn.*

*If you have any questions, contact:*

**Karen Allen**
**On-Campus Recruiting Manager, Career Services**
**AUBURN UNIVERSITY**
**334-844-3864**
**allenkm@auburn.edu**