USER GUIDE: THE ON-CAMPUS RECRUITING PROCESS

1. WHAT IS ON-CAMPUS RECRUITING (OCR)?

- **On-campus recruiting (OCR)** offers employers the opportunity to identify and interview graduating seniors for anticipated job openings. The main purpose of the campus interview is to screen candidates and select those who will be referred for further interviews within the company, and to provide information to candidates about how he or she would fit into the organization.
- OCR takes place **on the Auburn University campus** in either central Career Development Services (Mary Martin Hall) or the College of Business Office of Professional and Career Development (Lowder Building).
- All management of OCR schedules and interviews is done through an online system, **Tiger Recruiting Link (TRL)** at www.hire.auburn.edu. For instructions on setting up your account, please see the **TRL First Time User Guide** at http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/trl.html
- **Non-OCR Jobs** will not have interviews conducted on Auburn's campus. Employers will contact candidates to set up interviews (phone or in person). **Part-time Student Employment employers fall in this category**

2. OCR MODEL OPTIONS

- You may choose from several different recruiting models that offer varying degrees of control over who you will interview during your visit to Auburn.
- **Pre-select Model:** The employer screens resumes and invites select applicants to interview.
- **Pre-select to Alternate Model:** Same as Pre-select but employer can also select alternate candidates who may sign up for interviews if any pre-select candidates decline the interview invitation.
- **Open:** The employer does not screen applicants. Qualified candidates can sign up for interviews on a first come, first served basis without an invitation. Note: We do not recommend using this model as you will have little control over who you will be interviewing.

3. SELECTING YOUR LOCATION

- The location of your interviews will be determined but the types of majors you are recruiting
- Employers recruiting only **majors within the College of Business** will interview in the **Office of Professional and Career Development** in the Lowder Building (Contact: Melanie Woods, woodsme@auburn.edu, 334-844-2266)
- Employers recruiting **all other majors** (Including: College of Agriculture, College of Architecture Design and Construction, College of Education, College of Engineering, College of Human Sciences, College of Liberal Arts, College of Science and Mathematics) or **a mixture of College of Business and other majors** will interview in the central **Career Developments Services** office in Mary Martin Hall (Contact: Meaghan Weir, meaghan.weir@auburn.edu, 334-844-3867)

4. STEP BY STEP AUBURN OCR PROCESS

Step 1: Register for an account in Tiger Recruiting Link (TRL) at www.hire.auburn.edu
Step 2: Create a new OCR schedule request
Step 3: Attach a job to an OCR schedule
Step 4: After the resume submission deadline, pre-select the students you wish to interview (if using the Pre-select or Pre-select to Alternate models)
Step 5: Arrive at Auburn to interview students on your scheduled interview day

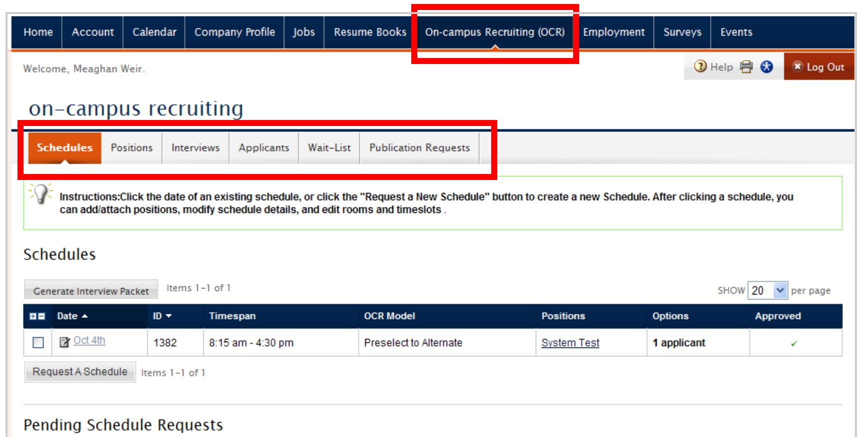
5. IN THIS GUIDE

TRL GUIDE: USING THE OCR MENU

1. Log-in
2. Schedules Tab
3. Positions Tab
4. Interviews Tab
5. Applicants Tab
6. Wait-List Tab
7. Publications Request Tab

1. LOG INTO YOUR EXISTING ACCOUNT

- Go to **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.



2. 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** later in this guide.

3. 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.

4. 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 you 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.

5. 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 is 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.

6. 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.

7. 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.

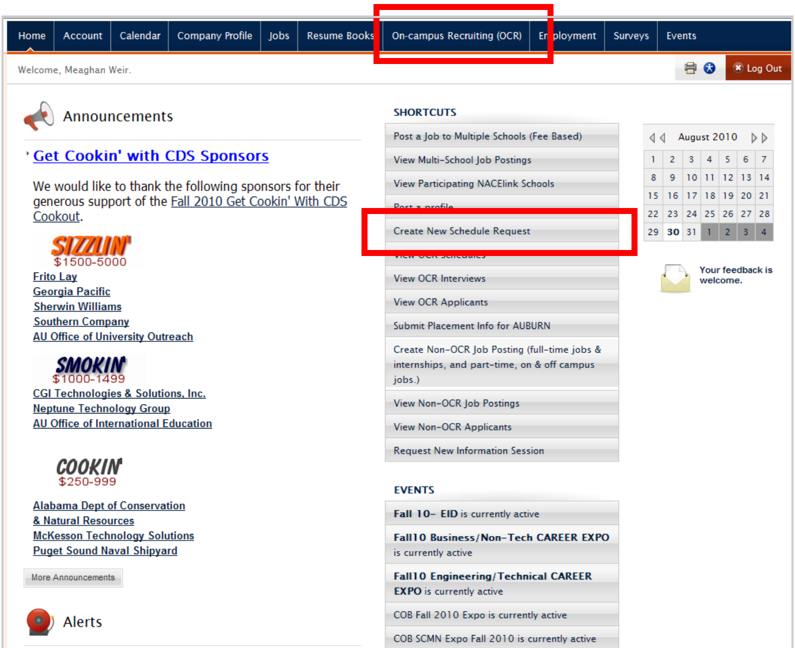
TRL GUIDE: COMPLETING AN OCR SCHEDULE REQUEST

1. Log-in
2. Requesting a New Schedule

1. LOG INTO YOUR EXISTING ACCOUNT

- Go to **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. Or click the **Create A New Schedule Request** button under **Shortcuts** to go directly to the form.

2. REQUESTING A NEW SCHEDULE



- In this tab you can create a new schedule request by clicking **Request A Schedule**.
- Fill out the **New Interview Schedule Request Form** (note the system will automatically refresh after some choices are selected)

A. **Select a recruiting session**: Choose the year and semester you wish to interview (i.e. 2010 Fall)
   - Select the **Central Career Services** option if you will be interviewing students of all majors or majors other than business.
   - Select the **College of Business** option if you will be interviewing ONLY College of Business students.
   - Select the **Accounting Weeks** option if you will be interviewing for accounting positions during fall or spring accounting weeks.

B. **OCR Model:** Choose ONE of the following options. (Note: this can be changed if needed)
   - **Room Only**: Employer will make any and all schedule arrangements and are only reserving a room
   - **Pre-Select**: Students will submit their resumes online for you to review. Employer will select and invite students to interview. Only invited students can sign up for an interview slot.
   - **Pre-Select to Alternate**: Follows the same process as Pre-Select, except employer also selects several alternate choices who will be eligible to interview should any invited students decline their invitation to interview. Invited students will have first access to signing up for interviews and Alternates will be eligible to sign up for remaining slots.
   - **Open:** Any students who meets employer's qualifications may sign up for an interview. Employer are NOT able to review resumes prior to the student signing up for an interview.

C. **Interview Date:** Select the date you wish to interview at Auburn University. For a list of available dates please refer to the table on the right of the screen to make sure we have enough rooms available to accommodate your needs.

D. **Time Slot**: Select Full Day, Morning, or Afternoon duration for all interviewing. Full Day schedules run from 8:15-4:30; Morning from 8:15-11:45; Afternoon from 1:00-4:30 (one 30 minute full day schedule allows for 13 interviews)

E. **Number of Rooms**: Enter the number of individual interview rooms you will need. If you would like more than one room, you will **NOT** need to fill out separate schedule requests for each room. (There will be one schedule per room but you can have more than one job attached to a schedule).

F. **Location:** Employers interview during Accounting Weeks or students from College of Business ONLY will interview in Lowder Business Building (Office of Professional and Career Development). Employers interview all other majors or a mix of business and other majors will interview in Mary Martin Hall (Career Development Services). (Interviews held after Career Expo days will take place in the Auburn University Hotel and Dixon Conference Center)

G. **Interview Length:** Select to conduct 30, 45, 60, or 90 minute interviews.

H. **Allow Multiple Student Interviews**: Select whether or not to allow students to sign up for more than one interview on this schedule if multiple jobs are attached.

I. **Notes:** Please include any additional information you need career center staff to know including changes in times/ lunch breaks, etc.

- Click on **Submit**. Your schedule will appear in the **Pending Schedule Request** area under the Schedules tab of the On-Campus Recruiting menu until it has been approved. You will receive an email confirmation when your schedule request has been approved.

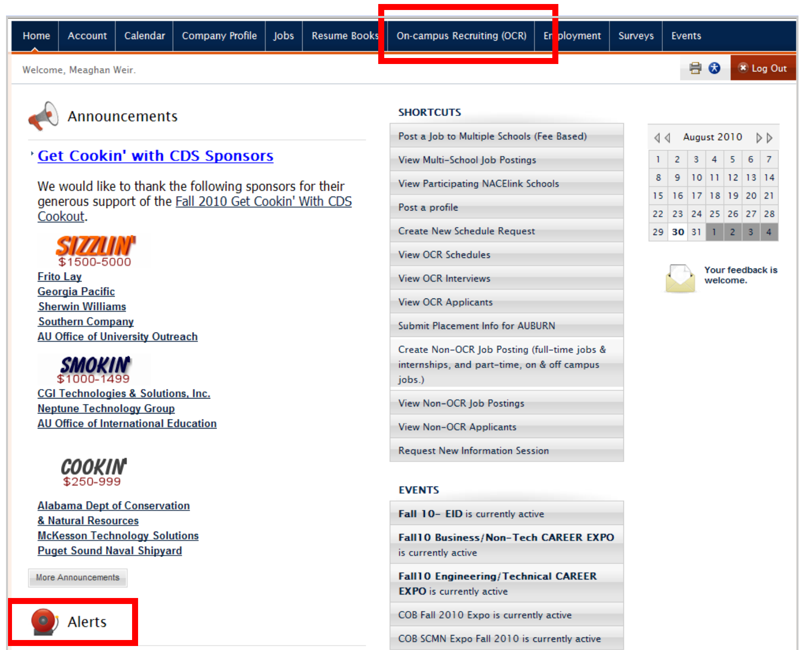
TRL GUIDE: ATTACHING A JOB TO AN OCR SCHEDULE

1. Log-in
2. Attaching a Job
3. Tasks Menu

1. 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 descriptions and screening criteria for the job that you will be interviewing for.

2. ATTACHING A JOB

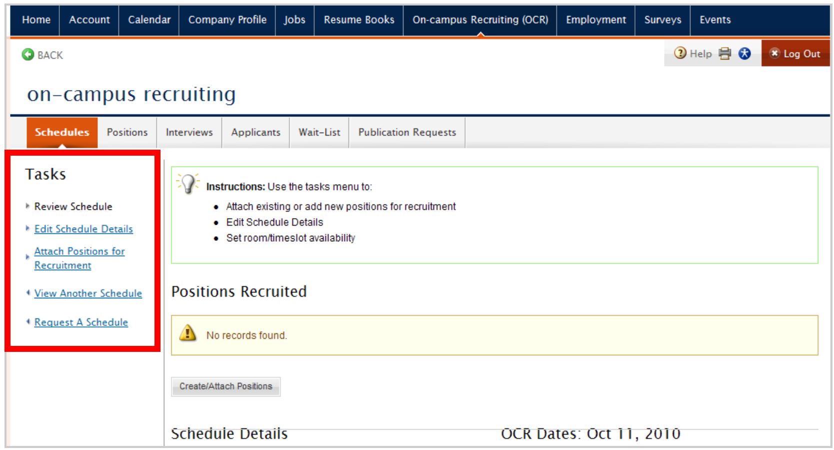


- From the TRL home screen either click on "1 OCR Schedule in need of position(s)" under **Alerts** *or* click on the **On-campus Recruiting Menu** at the top of the screen and click on the **Schedules** tab.
- You will see your schedule(s) listed by date. Under the **Options** column click the **Attach 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**. If the apply period has begun for this schedule, contact CDS to close it so that the system will allow you to add the new job. We will re-open the schedule when you are finished.
- **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.
  - **Additional Documents**: 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.

3. 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.

TRL GUIDE: MANAGING SUBMITTED OCR RESUMES

1. Log-in
2. Viewing the List of Applicants
3. Interview Selection Tips/Troubleshooting

1. LOG INT O YOUR EXISTING ACCOUNT

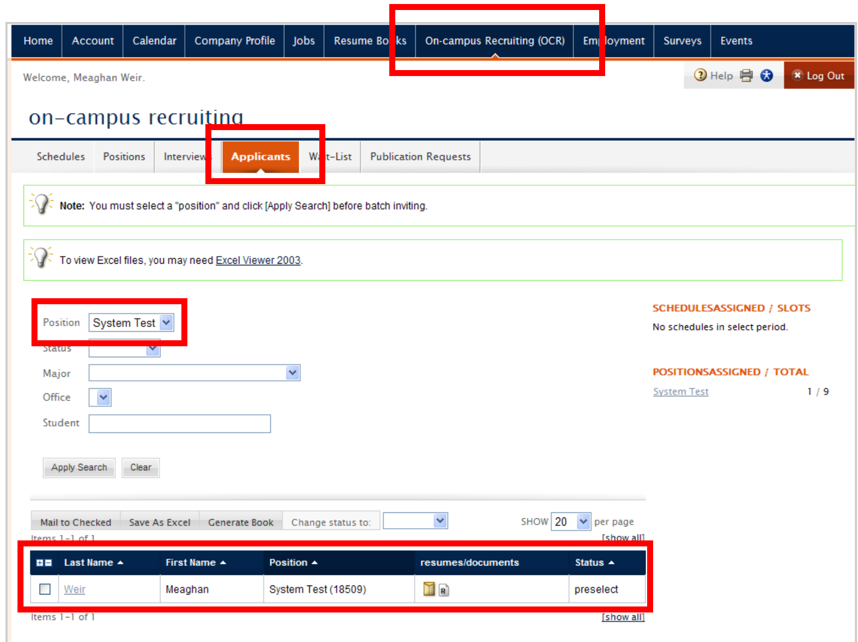
- Go to **hire.auburn.edu** (or bookmark **https://auburn-csm.symplicity.com/employers**) and log-in to your account.
- Click on the **On-Campus Recruiting** tab located in the top row of navy colored tabs. Click on the **Applicants** tab to view a list of those who have applied/submitted resumes to your OCR schedule.

2. VIEWING THE LIST OF APPLICANTS

- Select the position you wish to view by using the **Position** drop down menu.
- In the Applicants tab you can see the applicant's name, the position they have applied for, the documents the have submitted, and their status.
  - **Last Name:** The last name is a link. Clicking on the link will take you to the **Student Information** page.
    - If you want to "force" students to sign up on a specific schedule (if you have more than one schedule and/or are coming on multiple days) you can do so when you invite them by clicking on their last name. You will see a place to mark them invited from this page. When you mark Invited, the screen will refresh and you can select the schedule/room from the Available Dates drop down menu.
    - Note: If you assign one student to a specific schedule/room, then you MUST assign ALL students to a room. If

you have no preference on room, you can invite students by using the **Status** column.

- **Documents**: You can view the resume in PDF form by click the paper icon with the **"R"** on it
- **Status**: This is where you will make your decision on each applicant. If you see "Select has not begun" in the Status column, that means the students are still able to apply. After the student application deadline has passed and during employer decision dates, the status will show **"Pending"** meaning you will now be able to select your interview decisions in TRL.



- Take note of the employer decision dates in the **Schedules** tab and by clicking on the schedule date.
- Once a student signs up for an interview, the interview details will appear in the **Interviews** tab.

4. INTERVIEW SELECTION TIPS/TROUBLESHOOTING

- **You may add students to your list of applicants if you want to invite someone who didn't 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.
- **The system won't 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.
- **The system automatically saves the status of each applicant:**
  - You do not have to click Save or Submit when you are finished updating the statuses of applicants from Pending to Invited, Not Invited, etc.
- **What happens if I don't review all students?**
  - Students left as **Pending** will automatically be changed to **Not Invited** after the employer decision period is complete.
- **Students have the option to decline an interview:**
  - If an invited student declines an interview, you will see that on the right of the status in the **Status** column
- **If you have multiple jobs in multiple rooms, we can assign jobs to specific rooms:**
  - The purpose of this is if you want to separate interviews so all of one job's interviews are held in one room and the other in another room.
  - These changes MUST be made BEFORE the employer decision period ends. Once the student sign-up period begins and they have signed up for interviews, it is too late to make these changes.

TRL GUIDE: CONDUCTING AN INFORMATION SESSION

1. Suggestions for Information Sessions
2. Contact Us
3. Location Options

1. SUGGESTIONS FOR CONDUCTING AN INFORMATION SESSION

- You can choose to hold an information session the **day/night before your on-campus interviews**. This is helpful for students interviewing the next day in providing basic company information and allowing them to meet their interviewer(s).
- Another option is to hold an information session **prior to the resume submission deadline** in TRL. This allows you to recruit students to apply for your position, potentially giving you a larger applicant pool from which to pre-select. Holding an information session prior to the resume submission deadline is helpful for students interested in your company but who may be unfamiliar with the company's organizational culture or career opportunities.

2. CONTACT CAREER DEVELOPMENT SERVICES OR THE OFFICE OF PROFESSIONAL AND CAREER DEVELOPMENT

- Please inform us of your plans to conduct an information session so that we can advertise the information to the targeted students. We can add the information session as an event in TRL.
- **Please send the following information**: Date of Info Session; Location; Start and End Time; Will a formal presentation be made that requires students to be there at the start time? Is you info session mandatory for all students on your interview schedule? Is your info session open to students not on your interview schedule? Any additional information you would like the students to know.
- **For employers recruiting in the central Career Development Services office** (400 Mary Martin) please contact: Meaghan Weir at meaghan.weir@auburn.edu or 334-844-3867
- **For employers recruiting in the College of Business Office of Professional and Career Development** (101 Lowder) please contact Melanie Woods at woodsme@auburn.edu or 334-844-2266.

3. LOCATIONS FOR SETTING UP YOUR INFORMATION SESSION

- **The Hotel at Auburn University and Dixon Conference Center**
  - Call 800-228-2876 and ask for Meeting Room Reservations
  - Note: They will charge from room/snacks/AV equipment if applicable. Rooms run from $95-$300 depending on the size and amount of time needed.
  - Location: Located on the eastern edge of campus on College Street directly across from the main library. Convenience Rating: ★★★★

- **The Auburn University Student Center**
  - Call 334-844-1300 and ask for Andrea Conti (There may be a fee for room rental)
  - All reservation requests must be submitted through their online reservations system: https://ducnt43.duc.auburn.edu/vems/
  - Arrangements for catering must be made through Tiger Catering at 334-844-1234
  - Location: Located near the center of campus on Heisman Drive directly across from the football stadium. Convenience Rating: ★★

- **Lowder Business Building**
  - Call 334-844-2218 and ask for Jimmy Lawrence
  - Space is limited and preference is given to those hiring business majors
  - Note: Lowder allows limited snacks to be served. You will need to check the specifics with Jimmy Lawrence upon reserving your space.
  - Location: Located on the northwestern edge of campus on the corner of Magnolia Avenue and Donahue Drive. Convenience Rating: ★★★

- **Shelby Center**
  - Call 334-844-2308 and ask for Merrette Ische
  - Preference is given to those hiring engineering majors
  - Shelby allows limited food to be served. You will need to check the specifics with Merrette Ische upon reserving your space.
  - Location: Located on the northern edge of campus on Magnolia Avenue. Convenience Rating: ★★★

Remember: Send us the details once you have set them up! We can help advertise this information to students.

ON-CAMPUS RECRUITING & EVENT CONTACTS

AUBURN UNIVERSITY CAREER DEVELOPMENT SERVICES

303 Mary Martin Hall
Auburn University, AL 36849

www.auburn.edu/career
www.hire.auburn.edu

Director: Nancy Bernard; nmb@auburn.edu; 334-844-4744
Employer Relations and OCR: Meaghan Weir; meaghan@auburn.edu; 334-844-3867
Special Events Coordinator: Melvin K. Smith; mks@auburn.edu; 334-844-3870
Employer Relations and Special Events Assistant: Elisabeth Johnson; eej003@auburn.edu; 334-844-3876

COLLEGE OF BUSINESS OFFICE OF PROFESSIONAL AND CAREER DEVELOPMENT

101 Lowder Building
Auburn University, AL 36849

www.business.auburn.edu/opcd
www.hire.auburn.edu

Executive Director: Dr. Jimmy Lawrence; lawrejd@auburn.edu; 334-844-2218
Employer Relations and OCR: Melanie Woods; woodesme@auburn.edu; 334-844-2266

FALL 2011 SPECIAL EVENTS

AUBURN UNIVERSITY CAREER DEVELOPMENT SERVICES

Part-Time Job Fair
Wednesday August 24, 2011
10:00 am—1:00 pm | AU Student Center

Get Cookin' with CDS Cookout
Wednesday, September 7, 2011
11:00 am—1:00 pm | Student Center Lawn

Engineering & Technical Career Expo
Monday, September 19, 2011
3:00 pm—7:00 pm | Hotel at Auburn University

All Majors Career Expo
Wednesday, September 21, 2011
3:00 pm—7:00 pm | Hotel at Auburn University

Graduate & Professional School Fair
Wednesday, October 5, 2011
10:00 am—1:00pm | AU Student Center

Education Interview Day
Tuesday, October 18, 2011
9:00 am—3:00 pm | Hotel at Auburn University

COLLEGE OF BUSINESS OFFICE OF PROFESSIONAL AND CAREER DEVELOPMENT

College of Business Career Expo
Date TBD | Lowder Business Building

Supply Chain/Aviation Management Career Expo
Date TBD | Lowder Business Building

All registration for the events listed above is managed through the **Tiger Recruiting Link (TRL)** system at www.hire.auburn.edu.