HOW TO VIEW & MANAGE SUBMITTED RESUMES

1. From your TRL Home page, click on the **OCR Applicants** Quick Link to view students who applied for OCR jobs. (OR click on the OCR menu across the top of your screen, then click on the Applicants tab.)

2. View the list of applicants. You can see their name, the position they applied to, the documents they submitted and the status.

    A. Last Name: notice the last name is a link. Click this to go to the Applicant Status page. If you have more than one schedule/day and want to choose which schedule/day this particular applicant can sign up on, you can make that decision here.

    B. Documents: To view the resume in PDF format click on the paper icon with the "R" on it.

    C. Status: This is where you will **make your interview decision** for each applicant. If you see the *"Select has not begun yet"* message in the Status column, that means the students are still able to apply. After the students' apply deadline has passed and during the employer decision dates, the status will read *"pending"* meaning you as employers will now be able to record your interview decisions.

        a. If you have more than one schedule and/or are coming more than one day and you want to "force" your invited students onto a certain schedule or day, you can do so when you invite them. Click on their name on your Applicants page. You'll see where you can mark them invited from this page. When you mark them invited, the screen will refresh and you will see the drop down menu that says Available Dates. This is where you can select which date's schedule you want them to sign up on.

3. View Schedule: Once a student signs up for an interview, the interview details appear under the **Interviews** tab. You can also view your schedule(s) in the interview schedule format by clicking on the Schedules tab and then on the View Interview Schedule link on the left.

IMPORTANT INFO ON INVITING/NOT INVITING STUDENTS:

A. Once you change the status for each applicant from Pending to Invited, Not Invited, etc., you are finished. **You do not need to save or submit your changes** because the system automatically saves your changes. You can make changes until the Student Sign Up Period begins. After that, the status choices will no longer be available. *Note: The students see Pending as their status until their sign up period begins regardless of what you have changed their status to and when you changed it.*

B. Students marked **Pending will be automatically changed to Not Invited** at the end of the Employer Select period.

C. If an invited student declines the interview, you will see that on the right of the status in the Status column.

D. Once an invited student signs up on your schedule, they will no longer appear on the Applicants page, but instead will appear on the Interview page. You can view the list of students who have signed up for an interview time by clicking on the Interviews tab. You can also view your schedule(s) in the interview schedule format by clicking on the Schedules tab and then on the View Interview Schedule link on the left.

If you have any questions, contact:
Karen Allen
On-Campus Recruiting Manager
Career Services
AUBURN UNIVERSITY
334-844-3864
allenkm@auburn.edu