HOW TO POST YOUR NON-OCR JOB

*(Non On-Campus-Recruiting jobs are those which won't need an interview
schedule because interviews are not being held at Auburn.)*

If you don't already have a Tiger Recruiting Link (TRL) account, go to http://hire.auburn.edu and on the left side of the page click on "How to get started with TRL" then on "Register for a new TRL Account."

1. Log into your TRL account at https://auburn-csm.symplicity.com/employers

2. From your TRL home page click on the Quick Link – **Create Non-OCR Job Posting** toward the bottom of the list **OR** you can **click on the *Jobs* menu** across the top and on the *Single School Job Postings: Auburn* page, click on the *Add New* button.

(If you have accounts with multiple schools and want to post one job to multiple schools, you can do so by clicking on the Quick Link: "Create NACElink job postings" but keep in mind that NACElink does charge for this. **Auburn University does not charge employers to post on the AU site**.)

3. Complete the New Job form. Some of the fields include:
> **A. Job Description**: Please provide as much information as possible.
> **B. Resume Submission**: You can choose how you want to receive submitted resumes:
>> **1. Email**: resumes will be emailed to you as they are submitted.
>> **2. Online**: you will log into your TRL account, click on the Jobs menu, then click on the Student Resumes tab to see applicant's names and resumes.
>> **3. Other:** You may include an address, fax, web site or other method of application.
> **C. Start Date**: Choose the date you'd like your job posting to become available to applicants.
> **D. Expiration Date**: the date your posting will no longer be available to applicants. Dates selected more than six months out will be changed by Career Services.
> **E. Position Type**: Choose Full-Time employment, Internship or both.
> **F. GPA**: If you don't have a GPA requirement, you can enter 0.00. *Please consider setting yourGPA requirement below 3.0.* There are a lot of good students who for various reasons may not have a 3.0 or higher GPA.
> **G. Grad Date Start**: Select the earliest graduation date you will consider.
> **H. Grad Date End**: Select the latest graduation date you will consider.
> **I. Work Authorization**: Select work authorization(s) your organization is allowed to consider. (Multiple selections can be made by holding the Ctrl key down as you click on your choices.)
> **J. Desired Majors**: Choose all majors you're interested in interviewing. If you select College of Business, you are selecting all COB majors listed.

4. Hit the **SUBMIT** button when your posting is ready.
*Your job will be **PENDING** until we approve it, which will be done the same day you post it. When it has been approved, you'll see a green √ in the Approved column. You will also get an email confirmation.

If you have any questions, contact:
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