TigerRecruitingLink
your LINK to jobs, interviews and employers

USING THE JOBS MENU

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1. DEFINITION OF TERMS

- **On-Campus Recruiting (OCR):** Jobs where employers come on-campus to interview applicants in Career Development Services or Office of Professional and Career Development offices. OCR postings will either be **Pre-Select** (the employer screens resumes and invites select applicants to interview) or **Open** (the employer does not screen applicants. Qualified candidates can sign up for interviews without an invitation).
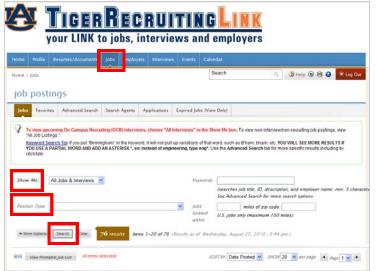- **Non-OCR:** Jobs that will not have interviews conducted on Auburn's campus. Employers will contact candidates to set up interviews (phone or in person).

2. LOG INTO YOUR EXISTING ACCOUNT

- Go to **jobs.auburn.edu** (or bookmark **https://auburn-csm.symplicity.com/students**) and log-in to your account.
- Click on the **Jobs** tab and select **Auburn: Jobs/Interviews** to search for OCR and Non-OCR jobs posted directly to Auburn's site.

3. JOBS TAB

- Determine which job postings you will see by using the screening criteria on this page.

A. **Show Me** dropdown menu: allows you to choose the type of jobs you'll see. Your choices are:
- **All Jobs & Interviews**: shows both Non-OCR and OCR postings
- **All Interviews (OCR Only):** shows all Pre-select jobs for interviewing
- **All Job Listings**: shows only Non-OCR postings in the system
- **Jobs I Qualify For**: shows only jobs you meet the requirements for

B. **Position Type**: allows you to filter out Student Employment (part-time jobs) if looking for Full-time (Career/Degreed) and/or Internship postings, and vice versa.

- **Tip**: Avoid using too many search criteria when looking for OCR jobs. Though you may not qualify for some OCR jobs, you may be able to obtain the employer's contact information to request additional information on other openings.

C. Click **Search** when finished. Your search results will appear on this same page.

D. Each job will contain the following information:
- **Job Title**: Click on the name of the job to see job details and to apply/submit your resume for this position.
- **Employer:** Click on the employer name to see all jobs posted by that employer. You will also see Company Overview and Company Culture information if the employer chooses to provide it.
- **Location**: The location the employer selected for that particular job.
- **Position Type**: Specifies in the job is Full-Time, Internship, Student Employment: Off-Campus, Student Employment: Off-Campus Seasonal and Temporary, or Student Employment: University Departmental.
- **Posted**: Date the job was posted.
- **Deadline**: Date you must apply for the job by

- **Status**: Shows whether or not you qualify for this job, whether or not you have already applied for it, and if it is OCR.
- **Position Type**: Shows if the job is a Pre-select (P) or Open (O) (Both OCR), Career Fair (CF), or Job Listing (J) (Non-OCR).
- **Tip:** You can **sort jobs** by clicking on the **Sort By** menu. To keep track of the jobs you are interested in, click **the star** on the left of the job title and that job will be copied to your **Favorites** page (located in the tab after Jobs). Clicking the **binoculars** will provide information on the job.

4. ADVANCED SEARCH TAB

- You can create your own search options by choosing any or all of the available search criteria. You can save them to create your personal Search Agents (see #5)
  - **Search Agents**: Your can save your search options to create a Search Agent that can be used in future searches in TRL. Click the small box next to "Save as" and choose a name for your Search Agent (i.e. Process Engineering).
  - **Show Me:** This is the same menu as found in the Jobs tab. Choose the type of job you are looking for.
  - **Posting Date**: (Last # of Days) lets you view the most recent positions. (ex: If you enter a "3" it will search for jobs posted in the last 3 days.
  - **Keywords:** Includes any word that may be found in the job description, job requirements, qualifications, employer name, etc.
  - **Majors/Concentrations**: Search specifically by major
  - **Ignore all Majors**: You can choose to take major completely out of the screening criteria
  - **Position Type**: Select the type of position(s) you are interested in (Hold down CTRL to select multiple types)
  - **Location**: Choose your general location preferences
  - **Work Authorization**: You can search by the type of Visa you have
- After selecting your search criteria, click on the **Submit** button. You will be taken to the **Search Results** page.

5. SEARCH AGENTS TAB

- Click on the **Search Agents** tab to see a list of all of your saved Search Agents
- **Label:** Click on the label name to set your Search Agents to run on a regular schedule
  1. **Schedule the Search**: Choose the "yes" radio button under Enabled. The screen will then refresh and you'll be able to set when and how often your search will run.
  2. **Set Period:** Click the drop down menu under Period to choose the date, week, or month.
  3. Set Frequency: Under Multiple you will enter a number to determine how often your search will run (i.e. once a week, twice a month, etc).
  4. **Submit:** Click Submit to save the search schedule. You will be taken back to the Search Agent page where you will be able to see your Search Agent(s) schedule(s).
- **Agent Type**: Who created your search agent
- **Last Run On**: When the search last ran
- **Next Scheduled Run**: When the search will run again
- **Schedule**: How often did you schedule the search to run
- **Options**: You can Edit, Run, or Delete your search agent here
- When the scheduled search agent runs, you will be emailed the results.

6. APPLICATIONS

- This is where you will see a list of the **Non-OCR job postings** you have applied/submitted resumes to. The OCR job/ interview applications are store in the Interviews tab under the Interview Requests tab.