TIGER RECRUITING LINK
your LINK to jobs, interviews and employers

SIGN-UP FOR ON-CAMPUS INTERVIEWS

1. Log-in
2. Pre-Select OCR Postings
3. After Being Invited to Interview
4. To See Scheduled Interviews
5. Open OCR Postings
6. Attending Your Interview

1. 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 jobs posted directly to Auburn's site.

2. PRE-SELECT OCR POSTINGS
- For complete instructions on **Pre-selecting** for OCR jobs, see the **Pre-select or Submit Your Resume For OCR Jobs** tip sheet at www.jobs.auburn.edu
- With each job you Pre-Select for, view the **Important Dates** box on the right side of the screen below Application Status. Note the **interview sign-up period** on your personal calendar.

3. AFTER BEING INVITED TO INTERVIEW (FOR PRE-SELECT OCR POSTINGS)
- From the TRL home screen, click on the **Interviews** tab, then click the **Interview Requests** tabs to see all of the jobs/interviews you have applied for. (**Note**: The **status** will show *Pending* until the student interview sign-up period begins—even if the employer has made their decision)
- Once the student interview sign-up period begins, the **status** will change to
  - **Invited**: You have been invited by the employer to interview and can now sign-up for an interview.
  - **Alternate**: You have been selected as an alternate candidate and will be eligible to sign-up in the event that all invited students do not choose to interview. Check the Important Dates box or the OCR Calendar for alternate sign-up dates.
  - **Not Invited:** You have not been invited by the employer the interview and will not be able to sign-up.
- Click on **Schedule Interview** to schedule your interview for this position.
- **Available Dates**: An employer may be interviewing for this position on multiple dates. If the system shows more than one date, choose the date you prefer.
- **Available Interviews**: Select the time you would like to interview for this positions. **Remember**: Do not schedule interviews too closely together. We recommend scheduling interviews at least **thirty minutes** apart to allow for time if someone is running late.
- Click **Submit** and you will be taken to the **Scheduled Interviews** tab where your interview will be listed. The is also where you can **Reschedule** or **Cancel** your interview if necessary.
- **Note**: You can choose to **Decline** your interview invitations. If you know that you are not interested in the interview, **please decline it** so the employer will not wonder about your interview status.

4. TO SEE SCHEDULED INTERVIEWS
- Go to the **Interviews** tab and click on the **Scheduled Interviews** tab.
  - **Interview Date**: Click here to view the Interview Details and Position Information page
  - **Position**: Click on the name of the job for the job description/details
  - **Employer**: Click on the name of the employer to see all of the available positions posted by that employer
- On the **Scheduled Interviews** page you can **Reschedule** or **Cancel** the interview by selecting the appropriate button.
  - To **Reschedule**, choose a new interview time and click **Submit**

5. TO SIGN-UP FOR OPEN OCR POSTING INTERVIEWS
- An Open scheduled does not require students to Pre-select the position. The employer does not pre-screen applicants. Any user who meets the requirements set by the employer can automatically sign-up on the interview schedule on a first come, first served basis. Most employers do not choose this option.
- Under Quick Links, on the TRL home screen, select Campus Interviews I Qualify For. You will be taken to a screen

displaying all of the positions you qualify for (OCR pre-select, OCR open, Non-OCR). OCR Open jobs will have a green **"O"** under the Type column.

- Click on the **job title** you are interested in..
- Select the **resume** you want to send in the gray box on the right
- Choose the **time** you want to interview and click **Submit**.

6. ATTENDING YOUR INTERVIEW

- When scheduling your interview, note the location (400 Mary Martin or 101 Lowder Building)
- Arrive at least 15 minutes early, dressed in your business attire.
- Bring extra copies of your resume and references should you be asked to provide them.
- **No Show Policy:** If you are unable to attend your interview contact the office you will be interviewing in (Mary Martin Hall 334-844-4744 or Lowder Business Building 334-844-7203) to inform career center staff that you are canceling your interview. If you do not show up for a scheduled interview, you will receive an email asking you to explain your absence. If you fail to call and notify prior to the interview or to respond to the "Missed Interview" email, you will be counted as a "No Show" in the system. If a student or alumnus receives two "No Shows," their TRL account will be blocked and they will no longer be allowed to interview on-campus.