TigerRecruitingLink
## put a TIGER on your team

POSTING A NON-OCR JOB

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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 **hire.auburn.edu** (or bookmark **https://auburn-csm.symplicity.com/employers**) and log-in to your account.
- **Option 1:** From the TRL home screen, locate the **Shortcuts** heading and click the **Create Non-OCR Job Posting** (full-time jobs & internships, and part-time on & off campus jobs) button **or**
- **Option 2:** Click on the **Jobs** tab at the top of the home screen and under the **Single School Job Posting** tab, click the **Add New** button

- Note: If you have accounts with multiple schools and want to post one job to multiple schools, you can do so by clicking on the Shortcut button: Post a Job to Multiple Schools (Fee Based). NACElink does charge for this. **Auburn University does not charge employers to post on the AU TRL site.**
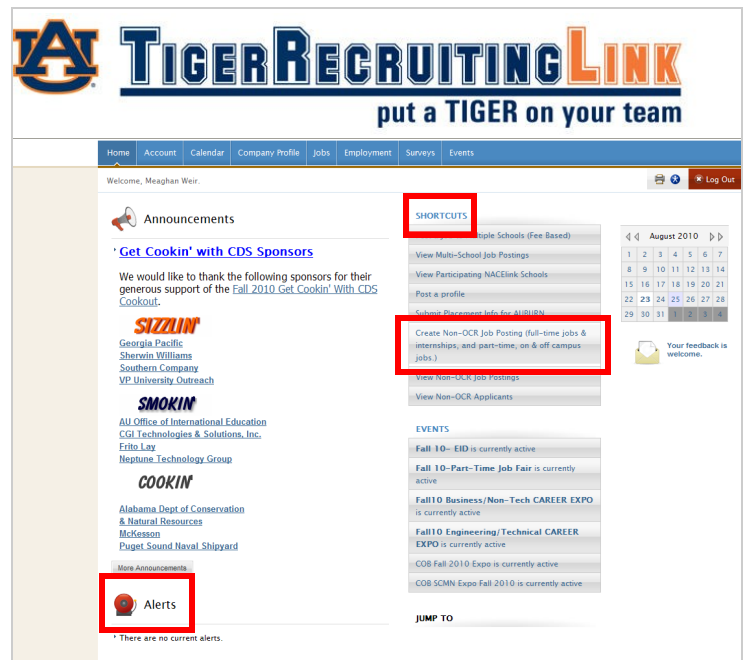
3. CREATE YOUR NON-OCR POSTING

- Fill in the Position Information: (Only items marked by an asterisk (*) on the form are required)
  - **Copy Existing:** Allows you to copy previous job postings to avoid re-entering the same information repeatedly. Be sure to check old postings to ensure minimum wage is being met or exceeded, contact and application information is current, and to update posting start and end dates.
  - **Position Type**: Choose one or more boxes that relate best to the type of position you are posting. **Note**: Only positions funded through Auburn University should be listed as Student Employment: University Departmental Part-time.
  - **Job Description:** Please provide as much information as possible. This will help ensure that you receive only the most qualified and interested applicants.
  - **Resume Submission Method**: You can choose how you want to receive submitted resumes/documents:
    - **Email**: resumes will be emailed to you as they are submitted
    - **Accumulate Online**: resume will accumulate in the system and you will have to log-in to your TRL account, click on the **Jobs** menu, then click on the **Student Resumes** tab to see applicants and resumes. You can also access them through the **Alerts** feature on your TRL home screen.
    - **Other**: You may include a physical address, fax, website or other method of application.
  - **Contact Information**: You may choose not to display your name and contact information. We recommend that

employers make at least their name and email or phone number visible to students as we encourage students to address employers by name in their cover letters and correspondence.

- **Posting Date & End Date:** Specify when you would like the posting to go active and inactive. Note: Dates selected more than six months out will be altered by Career Services.
- **GPA:** If you don't have a GPA requirement, you can enter 0.0. Please consider setting your GPA requirement to below a 3.0. There are many good students who for various reasons may not have a 3.0 or higher GPA.
- **Graduation Start and End Date (optional):** Select the earliest and latest graduation date you will consider.
- **Work Authorization:** Select work authorization(s) your organization is allowed to consider. To select more than one, hold the CTRL key down as you click on your choices.
- **Desired Majors:** Choose all of the majors your are interested in interviewing. You may select multiple majors. If you are selecting College of Business, make sure you are choosing ALL COB majors.
- **Location**: Enter the location(s) where the employees will be working.
- Click on the Submit button when the posting is ready.
- Note: Your job will be pending until Career Services reviews and approve it, which will be done the same day you post the position. When it has been approved, you will see a green check mark in the Approved column and will receive an email confirmation.

4. REVIEWING APPLICANTS

- To view the applicants/resumes for your posting click on the **Jobs** menu and go to the **Student Resumes** tab.
- Click on the documents in the Documents column to review resumes, etc.
- The **Status** box allows you to track students you are and are not interested in. (Note: this information is NOT sent to the students)
- We encourage employers to inform students who are not selected when the hiring process is complete. To send **one email** to all students not selected, click the check box next to each students name and click the **Mail to Checked** tab. You can then type your message.

For additional assistance, please contact Meaghan Weir at meaghan@auburn.edu in Career Development Services (334-844-4744), or Melanie Woods at woodsme@auburn.edu in the College of Business Office of Professional and Career Development (334-844-2266).

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