Interview Selection Tips

Hello,

Here are a few hints about the TRL system that might help you while you're selecting students to interview.

*When you make your selections (from pending to invited, etc.) they are automatically saved which is why there isn't a “save” or “submit” button.

*Students will see their status as "pending" until their sign-ups begin even after you've marked them as invited or not invited, etc. This means you can make any changes you need to until your deadline date without confusing the students.

*You may add applicants to your list if you want to invite someone who didn’t originally submit their resume. To do so, click on the OCR menu. On the Schedules page, click on the schedule date and scroll down to the very bottom of the page. Under the Applicants section there is an “Add New” button. Just click that and if the student has a TRL account, you will be able to add them to your list.

*The system won’t let you over-invite students to a schedule. If you don’t see the “Invite” choice in the drop down menu, that means you have already invited your maximum amount to fill your schedule. If you have more than one schedule, we can adjust some of the spaces to allow more students to be invited. If you run into this problem, contact me at allenkm@auburn.edu.

*Remember, we can adjust your schedules for you if needed. After you've made your selections, if you want to change your start/end time or cancel one of your schedules, we can do this ***until*** the student sign-ups begin. After that, we won't be able to make schedule changes. Career Services will automatically condense your schedule to fit the number of students you invite to interview so you won’t have interviews spread throughout the day with large time gaps in between interviews.
You can contact Karen - allenkm@auburn.edu if you have specific adjustments you would like for your schedule.

Thanks!

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