Employer Information

HOW TO POST A NON-OCR JOB

Career Development Services
303 Martin Hall • Auburn University, AL 36849 • 334.844.4744 • FAX: 334.844.3871 • www.auburn.edu/career

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System Note: It is recommended that you do NOT use your browser's Back button when navigating in this system when the " <Return" link found at the far right, top side of your screen is available. There are times the Back button won't work at all.

If you don't already have a Tiger Recruiting Link (TRL) account, click on the **TRL Register** link on the Employers page.

1. Log into your TRL account

2. From your home page click on the Quick Link – **Create Non-OCR Job Posting**
 OR you can click on the Jobs menu across the top, then click on the Add New button.

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:
  a. Email: resumes will be emailed to you as they are submitted.
  b. 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.
 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.
 E. Position Type: Choose one from Full-Time employment or Internship
 F. GPA: If you don't have a GPA requirement, you can enter 0.00
 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'll also get an email confirmation.

If you have any questions, contact:
Karen Allen
On-Campus Recruiting Manager
Career Services
AUBURN UNIVERSITY
334-844-3864