



TIGER RECRUITING LINK

your LINK to jobs, interviews and employers

PRE-SELECT OR SUBMIT RESUMES FOR OCR JOBS

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1. OVERVIEW OF TERMS

- **On-Campus Recruiting (OCR):** Jobs where employers come on-campus to interview applicants in the Auburn University Career Center or Office of Professional and Career Development offices. OCR posting 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 jobs posted directly to Auburn's site.

3. HOW TO PRE-SELECT

- A. In the search criteria box select the **Show Me** drop-down box and select **All Interviews** to find OCR postings.
- If you use **Keyword** in the search criteria, add an **asterisk (*)** to the name to ensure that the system will find the company in the search.

- B. Click **Search**. You will then see the current OCR postings. To sort by deadline, click on the **Sort By** drop down menu and select **Deadline**. You will then see the jobs in order of their expiration date.

- C. Note the jobs and employers. Click the name of the job you are interested in to see the **Position Information Page**. You can read any information included with the job.

- D. While in the **Position Information Page**, note the **Application Status** box on the right side of the screen.

- If you do not qualify for the job, you will see **Non-qualify because** followed by the reasons you do not qualify for the position. If you do qualify you will see the **process for submitting your resume** (pre-selecting).
- If you do qualify for the job you will click on the **Apply** button.
- This will open a new box with the pre-select requirements. Click in the **Resume** drop down menu to select your resume. Follow the same process for all other required documents.

- Click **Submit** to Pre-Select the OCR job.
- The **Apply** button will turn green with a check mark and will show “**Applied**”

E. Click the **Back** button (at the bottom of the TRL screen, not the web browser’s back button) to return to your original search results. **Continue the process** until you have pre-selected all of the jobs you are interested in.

4. INTERVIEW REQUESTS TAB

- To see the list of all jobs you have pre-selected, click on the **Interviews** tab.
- Click on **Interview Requests** to see this list.
- This is where you will go to see if you have been invited to interview (in the Status column). The job posting application status will contain **information on deadlines** so you will know when to expect invitations to set up interviews.
- You can also **withdraw your resume** up to the Pre-Select Deadline in the event you change your mind.

5. OTHER DOCUMENTS

- You do **NOT** need to attach a **Cover Letter** unless specifically requested by the employer. Most OCR employers will not ask for a cover letter.
- If an employers requests a copy of your **transcript**, upload a copy of your unofficial transcript into your TRL account. Log-in to your AU Access account to view your unofficial transcript. Print your transcript to Adobe PDF to save as a PDF file. Upload this file to TRL.

Home > Jobs > Accounting Intern - Birmingham (17863)

Note: This is an On-Campus Recruiting position.

☆ Accounting Intern - Birmingham

L. Paul Kassouf & Co, PC

Posted: -
DIVISION N/A POSITION TYPE Internships

DESCRIPTION
Entry level accounting internship position in CPA firm in Birmingham, AL. Pursuing degree in Accounting is required.

LOCATION
City Birmingham
State/Province Alabama
Country United States

DESIRED MAJOR(S)
College of Business/Accounting

WORK AUTHORIZATION

WANT THIS JOB?
1 Apply

INTERVIEW DATE(S)
Sep 15, 2010

SCHEDULE DETAILS
Schedule Type: Pre-select
resume submission start date August 1, 2010 12:15 am
resume submission end date September 8, 2010 11:59 pm
Sign-Up Start Date September 11, 2010 12:15 am
Alternate Sign-Up Start Date September 13, 2010 12:15 am
Sign-Up End Date September 13, 2010 11:59 pm

Home > Interviews > Interview Requests

interviews

Scheduled Interview

Show All

Items 1-1 of 1

Position	Employer	Status	Signups Start	Signups End	Documents	Options
System Test (18509)	Meaghan's Test Factory	Pending	Aug 27, 2010	Aug 30, 2010		Withdraw Application

Items 1-1 of 1



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