

## Georgia Institute of Technology – Career Services

219 Uncle Heinie Way – Atlanta, GA 30332 – 404-894-2550 – [www.career.gatech.edu](http://www.career.gatech.edu)

### *Employer Information*

#### HOW TO USE THE ON-CAMPUS RECRUITING (OCR) MENU OPTIONS

##### **1st Tab - Schedules:**

From this page, you can create a new schedule request by clicking on the **Request A Schedule** button. You can also view and edit schedules you have already set up by following the instructions below.

From this page you immediately see your **Schedules** listed and below you will see your **Pending Schedule Requests**. Under Schedules, click on the date of your schedule to see all of your information for that particular schedule in one place, including Positions Recruited, Schedule Details, Interviews Scheduled, and Applicants. Notice the **Tasks menu** on the left of your screen. This is where you can edit your information and see even more details such as:

*(note: You will only see the links that are relevant to the particular schedule you are viewing. For instance, if it's too late to add another job to your schedule, you won't see option number 3 under your Tasks heading.)*

##### **1. Review Schedule:**

**A. Positions Recruited:** shows your current jobs posted, the schedules they are attached to the job, interview date(s), number of rooms, and number of applicants and interview slots.

**B. Schedule Details:** shows all the relevant information and dates for your schedules – including student & employer deadline dates. The Edit Schedule Details button will allow you to edit certain information about your schedule depending on where the schedule is in the OCR process (for example, you won't be able to change the interview length after students have begun signing up.)

**C. Interviews Scheduled:** Shows which of the invited students have signed up and their interview time.

**D. Applicants:** List of all of the invited students.

**2. Edit Schedule Details:** This is another way to edit the same information as in 1B above.

**3. Attach Positions for Recruitment:** Click here to attach another position to any of the schedules.

**4. Room/Timeslot Availability:** *If you have more than one job and want each job to have separate rooms/schedules, this is where you can make that happen.* Just select the job in the drop down menu and make sure the + signs are turned on only for the number of rooms you want this job interviewed in. (If you have any questions, contact Career Services and we will be glad to help you.) You can also make adjustments to your schedule, block out times you don't want to use for interviewing, change

your last interview time to earlier in order to leave early, etc. Remember, once students begin signing up, changes to your schedule cannot be made.

**5. View Another Schedule:** Takes you back to the list of schedules created. You can click on another schedule date to view all the details for the schedule.

**6. Request A Schedule:** Click this link to request additional schedule(s).

### **2nd Tab - Positions** (Jobs):

*(Important Note: In the OCR menu, to post a new job you must first request a schedule for that job to be attached to or attach it to an existing schedule.)*

View a list of all of your OCR jobs currently in the system and what schedule they are attached to.

Click on the Title of the job to see the full position information. To return to the list of jobs, hit the return button at the bottom or the return link at the top far right of your screen. To edit a job, click on the job name. After you make your changes, click on the Submit button. If you want to erase your edits, click on the Reset button.

### **3rd Tab - Interviews:**

**1. View your scheduled interviews** for your upcoming OCR visit. Choose which job you want to view from the **Position** drop down menu and click the **Apply Search** button. If no students have signed up yet, you'll get a "no records found" message. Once students begin signing up, you'll see the schedule, the position, student name, time, and student document(s) listed on this page.

**2. Mass Email/Generate Personal Resume Book:** From this list you can send an email to any number of students listed on the screen by clicking the box on the far left of the screen, which will put a checkmark (✓) in the box. After you've selected your student(s), from the Batch Options drop down menu choose either Mail to Checked or Generate Book to keep specific resumes gathered in a resume book of your making.

### **4th Tab - Applicants:**

From this page you can search by position (using the Position drop down menu) for all students who were invited or selected as alternates, etc. (from the Status drop down menu). You can also search by student name if you need to specifically look up certain students.

### **5th Tab - Wait-List:**

Georgia Tech does not currently use wait lists.

### **6th Tab - Publication Requests:**

You can create a resume book or packet of resumes you'd like grouped together. The Publication Requests page is where you would access the resumes. Resume packets are also a good way to print groups of resumes at the same time. You can also create a schedule packet, which will contain a copy of your OCR schedule and all the relevant resumes.

**Reference:** Information and format used in this document were adapted from Auburn University's Career Development Services "What is Tiger Recruiting Link?"