



HOW TO PARTICIPATE IN AN ON-CAMPUS RECRUITMENT

(With Interview Date Information)

myFuture

Document Description

- This document will give you a step by step procedure on how to post positions for graduating students and schedule interviews when the interview date is known

Requesting an Interview Date

- From your Quick Link on your homepage click on [Request a New OCR Interview Date Schedules](#) to set up an OCR campaign

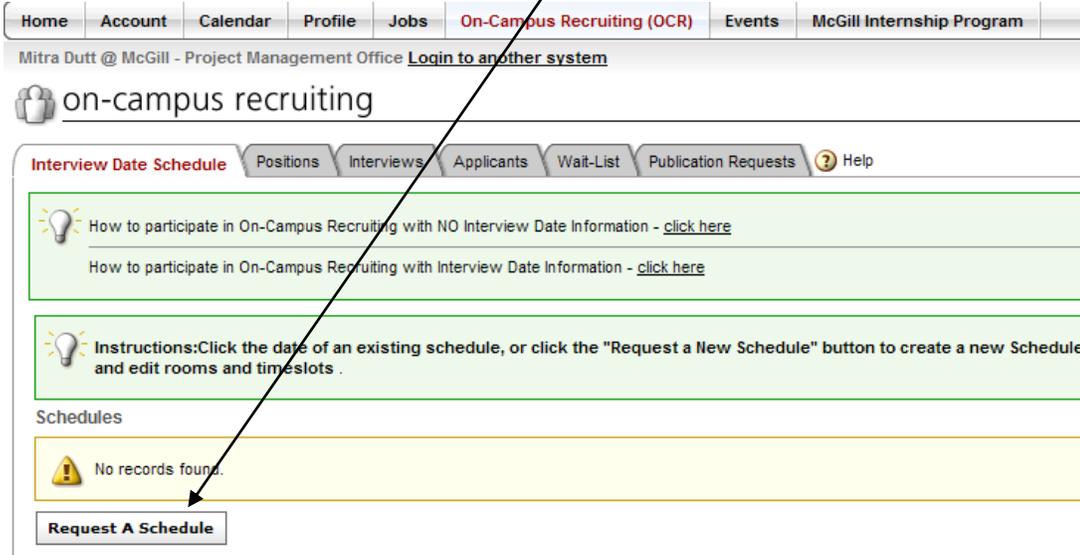
The screenshot shows the myFuture McGill CAPS homepage. The navigation menu includes Home, Account, Calendar, Profile, Jobs, On-Campus Recruiting (OCR), Events, and McGill Internship Program. A red arrow points to the link "Request a New OCR Interview Date Schedules" in the quick links section. The quick links list includes: Post a profile, Request a New OCR Interview Date Schedule, View OCR Interview Date Schedules, View OCR Interviews, View OCR Applicants, View OCR Wait-List, Create a new Job Posting, View Job Postings, View Job Applicants, Request New Information Session, McGill Internship Program, and View Career Resources. There is also an announcements section on the left and a calendar for August 2008 on the right.

- OR -

- Go to the [On-Campus Recruiting \(OCR\)](#) section

This screenshot is identical to the one above, but with an arrow pointing to the "On-Campus Recruiting (OCR)" link in the navigation menu. The quick links section remains the same, and the rest of the page layout is consistent.

- Click on the “Request A Schedule” button under the Interview Date Schedule tab



- To post a job opportunity for an OCR campaign you will be required to request a schedule
 - **Request an Interview date**
 - Select the current term as the [Recruiting Session](#)
 - Select appropriate OCR model (ex. preselect to alternate)
 - Fill in all the required fields
 - Click [Submit](#) when done. You will receive an email from the career centre staff when your schedule has been assigned.

OCR Model Descriptions

Preselect - Resumes of qualified students that have indicated interest in the position are made available. You select the "pre-selected" students you want to interview. Only these students will be invited to schedule an interview. You may 'invite' as many students as you have interview time slots.

Preselect to Alternate - Resumes of qualified students that have indicated interest in the position are made available. You select the "pre-selected" and "alternate" students you want to interview. Only these students will be invited to schedule an interview.

Preselect to Open - Resumes of qualified students that have indicated interest in the position are made available. You select the "pre-selected" students you want to interview. These students will be invited to schedule an interview before other students that might be interested in getting on the schedule are allowed to sign up for interview times.

Room Only - We reserve the room for you. You may use the room as a recruiting work room, or solicit and select students on your own. Many firms use this type of reservation to help facilitate second round interviews.

Resume Collect - This model allows you to collect resumes for a particular position before deciding whether or not to set up an interview schedule/date. You can decide to convert a Resume Collect Schedule to a Interview Schedule by clicking [Upgrade Schedule]. Approved Schedules list once you have an interview date. Upon clicking Upgrade Schedule, you will be required to select a new OCR model, sets an interview length, etc.

New Interview Schedule Request

INSTRUCTIONS: Please enter the details of this schedule request and hit the submit button when finished.

Recruiting Session*

 Please select which session this request is for

OCR Model*

 Please select which OCR Model you will use

- None - Room Reservation Only
- Preselect
- Preselect to Alternate
- Preselect to Open
- Resume Collect

Posting the OCR Position(s)

- Once the Career Services have assigned your schedule you will be able to attach a position to schedule
 - NOTE: If you have already posted the position you do not need to repost.
 - Click on [Attach Position](#).

Home Account Calendar Profile Jobs **On-Campus Recruiting (OCR)** Events McGill Internship Program

Jean Hepworth @ McGill University [Login to another system](#) [Log](#)

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Schedules Positions Interviews Applicants Wait-List Publication Requests Help

Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.

Schedules

Batch Options:

Showing 20 at a time: Items 1-4 of 4

Date	ID	Timespan	OCR Model	Positions	Options	Approved
<input type="checkbox"/> n/a	132		Resume Collect		<input type="button" value="Attach Position"/>	*
<input type="checkbox"/> n/a	130		Resume Collect	Test Resume Collect	<input type="button" value="Upgrade Schedule"/>	✓

- Click on either [copy/create a new position](#) or [link a position from another schedule](#)

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Tasks

- ▶ [Review Schedule](#)
- ▶ [Edit Schedule Details](#)
- ▶ Attach Positions for Recruitment
- ◀ [View Another Schedule](#)
- ◀ [Request A Schedule](#)

Create/Attach Position

Important instructions:

You may create a new position, copy an existing position from all of your jobs and modify it, or link a position that is active on another schedule.

- ◆ Linked positions share applicants.
- ◆ Any changes made to linked position information will be reflected across all related schedules.

Would you like to link an existing position or copy/create a new position to this schedule?

Schedule Details

ID	141
Date	August 29, 2008
OCR Model	Preselect
Time	8:00 am - 5:00 pm
Location	On Campus
Room(s)	Brown 5102 (shared)
Interview Length	20
Allow Multiple Student Interviews	no

- Fill in all of the required fields for the position. You can repost an old position by selecting it from the Copy Position drop-down menu.
- Should you wish to receive all of the applications as a bundle at the end of the deadline date, click [Accumulate Online](#) in the "How would you like candidates to apply?" field followed by clicking "YES" to [Automatic Application Package Generation](#)
- Click [Save & Finish](#) when done or [Save & Attach Another](#) if you want to post another position with this schedule i.e. attach all the positions you are going to interview for on the selected interview date.

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Attention: If you have already posted the position you do not need to repost the job.

Tasks

- Review Schedule
- Get Schedule Details
- Attach Positions for Recruitment
- View Another Schedule
- Request A Schedule

Position Information

Employer: McGill University
 Contact: Jean Hepworth
 Copy Position: Please review and edit your job title when copying a job.
 Position Type:
 Title:
 Country: Canada
 Delete
 Add New Location

How would you like candidates to apply?
 Email (resume responses will be sent to the email below on an ongoing basis). Accumulate online (resume responses will be accumulated and viewable within this system). Other (e.g. when you want students to apply on your website).
 E-mail Accumulate Online Other (enter below)

Automatic Application Packet Generator
 As an additional service, we can also send you an application packet in PDF which will include all documents submitted by all job applicants when the job expires.
 yes no

Additional Documents
 Which additional documents do you request for this position.
 Cover Letter Unofficial Transcript Writing Sample Other Documents

Requested Document Notes
 Special instructions regarding requested documents.
 Display Contact Information To Students
 If checked, please provide information in 'Contact Information' field

Schedule Details

ID: 141
 Date: August 29, 2008
 OCR: Preselect
 Model:
 Time: 8:00 am - 5:00 pm
 Location: On Campus
 Room(s): Brown 5102 (shared)
 Interview Length: 20
 Allow Multiple Student Interviews: no

- You will receive an email from the Career Centre staff once your job posting has been approved
- Click on [Done](#) to see the list of Schedules that you have posted

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Schedules Positions Interviews Applicants Wait-List Publication Requests Help

Tasks

- Review Schedule
- Edit Schedule Details
- Attach Positions for Recruitment
- View Interview Schedule
- View Another Schedule
- Request A Schedule

Create/Attach Position

Important instructions:
 You may create a new position, copy an existing position from all of your jobs and modify it, or link a position that is active on another schedule.
 • Linked positions share applicants.
 • Any changes made to linked position information will be reflected across all related schedules.

Would you like to link an existing position or copy/create a new position to this schedule?

Copy/create A New Position Link A Position From Another Schedule **Done**

Cancel

Schedule Details

ID: 141
 Date: August 29, 2008
 OCR Model: Preselect
 Time: 8:00 am - 5:00 pm
 Location: On Campus
 Room(s): Brown 5102 (shared)
 Interview Length: 20
 Allow Multiple Student Interviews: no

Scheduled Positions

Showing 10 at a time: 1 items

Job Title	Position Type	Major(s)	Schedules
TEST	OCR Full-Time (On-Campus Recruitment for graduating students)	Music	Aug 29, 2008

Schedules Positions Interviews Applicants Wait-List Publication Requests Help

Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.

Schedules

Batch Options:

Showing 20 at a time: Items 1-2 of 2

Date	ID	Timespan	OCR Model	Positions	Options	Approved
Aug 29th	141	8:00 am - 5:00 pm	Preselect	TEST		✓
Oct 10th	53	8:00 am - 5:00 pm	Preselect	DO NOT APPLY - TEST		✓

Showing 20 at a time: Items 1-2 of 2

Selecting students for the interview

- To select the students you want to invite for interviews click on On-Campus Recruiting (OCR) on your homepage and then the **Applicants** tab. Click on the **Applicants** button next to the schedule.

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Schedules Positions Interviews **Applicants** Wait-List Publication Requests Help

Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.

Schedules

Batch Options: **Generate Interview Packet**

Showing 20 at a time: Items 1-2 of 2

	Date	ID	Timespan	OCR Model	Positions	Options	Approved
<input type="checkbox"/>	Aug 29th	141	8:00 am - 12:00 pm	Preselect	TEST	2 Applicants	✓
<input type="checkbox"/>	Oct 10th	53	8:00 am - 5:00 pm	Preselect	DO NOT APPLY - TEST		✓

Request A Schedule Showing 20 at a time: Items 1-2 of 2

- You can invite students for the interview by choosing invite from the drop-down menu in the status column next to the name of the student.

Schedules Positions Interviews **Applicants** Wait-List Publication Requests Help

Note: You must select a "position" and click [Apply Search] before batch inviting.

To view Excel files, you may need [Excel Viewer 2003](#).

Search Filters:

Position Student

Status

Major

Apply Search **Clear**

Batch Options: **Save As Excel** **Generate Book** Change status to:

Showing 20 at a time: Items 1-2 of 2 [\[show all\]](#)

	Last Name	First Name	Position	Documents	Status
<input type="checkbox"/>	Dutt	Sanghamitra	TEST (5327)	R	pending
<input type="checkbox"/>	Hepworth	Jean	TEST (5327)	R	pending

Showing 20 at a time: Items 1-2 of 2 [\[show all\]](#)

pending
invited
not invited

- To view the list of students who have signed up for the interview click on the [Interviews](#) tab
- Select the [Position](#) you are interviewing for and click the [Apply Search](#) button.

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Schedules Positions **Interviews** Applicants Wait-List Publication Requests Help

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Search Filters:

Position TEST

Apply Search Clear

Batch Options: Save As Excel Generate Book

Showing 20 at a time: Items 1-1 of 1

	Schedule	Position	Student	Interview Room	Interview Time	Documents
<input type="checkbox"/>	2008-08-29	TEST (5327)	Sanghamitra Dutt	Brown 5102 (shared)	8:00 am - 9:00 am	