

How to Participate in an ON-Campus Recruitment

(With Interview Date Information)

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

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- OR -

• Go to the On-Campus Recruiting (OCR) section



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 Click on the "Request A Schedule" button under the Interview Date Schedule tab

Home	Account	Calendar	Profile	Jobs	On-Campus Recruiting (OCR)	Events	McGill Internship Program
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To post a job opportunity for an OCR campaign you will be required to request a schedule

• Request an Interview date

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- 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.

k Mouel Descriptions
select - 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. may 'invite' as many students as you have interview time slots.
select 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 invibile an interview.
select 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 times.
m 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.
ume Collect - This model allows you to collect resumes for a particular position before deciding whether or not to set up an interview achedule/date. You can decide to convert a Resume Collect Schedule to a Interview edule by clicking [Upgrade Schedule]. Approved Schedules lat 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.
Submit 🕨 🎽 Cancel 🔹 Reset Form
New Interview Schedule Request
INSTRUCTIONS: Please enter the details of this schedule request and hit the submit button when finished.
Recruiting Session* Fall 200€ Please select which session this request is for
OCR Model* O None - Room Reservation Only Please select which OCR Model you will use Image: Preselect Image: Preselect to Alternate Image: Preselect to Open Image: Preselect to Collect Image: Preselect to Open Image: Preselect to Collect Image: Preselect to Open

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.
 - o Click on Attach Position.



Click on either copy/create a new position or link a position from another schedule

Home Acc	ount	Calendar	Profile	Jobs	On-Campu	s Recruiting (OCR)	Events	McGill Internsh	ip Program		3
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∢ <u>View Ano</u>	other Sche	dule		 Any check schedel 	ianges made ti iles.	o linked position inform	ation will be	reflected across all	related	Time Location	8:00 am - 5:00 pm On Campus Brown 5100 (chorod)
	A Schedul	<u>e</u>	Would yo	u like to lin	an existing p	osition or copy/create	a new positio	on to this schedule?		Interview Length	v 20
			Copy X Can	/create /	A New Positi	on Link A Positio	n From An	other Schedule	Done	Allow Multiple Student Interviev	no vs

- 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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on-campus re	cruiting	m s y m
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Tasks	Position Information	Schedule Details
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East Schedule Details		Date August 29, 2008
Attach Positions for	Employer	OCR Preselect
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	How would you like candidates to apply? ⁴ Enall (resume responses will be sent to the enal betw. on an orgoing tasks). Accumulate online (resum responses will be occumulated and viewable within this system). Other (e.g. when you want students t apply on your website).	ter a
	E-mail Accumulate Online Other (enter below)	
	Automatic Application Packet Generation* As an abtitional service, we can also send you an application packet in FDP which will include all dominants automatics will be added and application packet by the services.	
	⊕yes ⊙ to	
	Additional Documents	
	Which additional documents do you request for this position	
	Cover Letter Unofficial Transcript [] Writing Sample [] Other Documents	
	Special instructions regarding requested documents.	
	Display Contact Information To Students	
	r checked, please provide information in Contact Information' field	
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- 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 3 Help Finstructions: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 ΞΞ Date 🔻 ID 🔺 Timespan OCR Model Positions Options Approved 🖹 Auq 29th 141 8:00 am - 5:00 pm Preselect <u>TEST</u> ~ Cct 10th 8:00 am - 5:00 pm DO NOT APPLY - TEST 53 Preselect 1

Request A Schedule Showing 20 v 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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Request A Schedule Showing 20 w 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.

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- 	ote: You must select a "po	sition" and click [Apply Sea	rch] before batch inviting	j.				
- - - - - - -	o view Excel files, you may	need <u>Excel Viewer 2003</u> .						
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- 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.

Home Account Calendar Profile Jobs On-Campus Recruiting (OCR) Events McGill Internship Program								
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Schedules Positions Interviews Applicants Wait-List Publication Requests 3 Help								
To view PDF files, you may need <u>Adobe Acrobat Reader</u> . To view Excel files, you may need <u>Excel Viewer 2003</u> .								
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