nyFuture

OCR BROCHURE

Document Description

• All about OCR jobs from application procedure to signing up for interviews

Document Status and Revision History

Version	Author	Issue date	Revisions
Draft	Sanghamitra Dutt	23-Mar-09	Last Updated
Draft			

What is the On Campus Recruitment (OCR)?

It is a campaign whereby private and public organizations from across Canada, the U.S. and abroad visit McGill (mainly in the Fall term) to recruit students in their final year for full time employment interested in the areas of Consulting, Financial Institutions & Information Technology. Summer positions are also available through OCR, and tend to be offered in the winter semester. The competition is fierce and you should be prepared to alter your schedule to better suit that of the employer. This is the time to take advantage of their availability.

Before you opt to participate, ask yourself two questions:

- Is your candidacy strong enough to propel you to an interview?
- Can you dedicate the time required to compete?

To help you better prepare to successfully participate in campus recruitment and be asked for an interview, consider these recommendations:

- Research the industries and companies to better target your applications and to confirm that it is a right fit for you.
- Attend company info sessions and career fairs.
- Prepare targeted CVs. You may wish to attend a C.V. Writing workshop and have your CV reviewed by a Career Advisor.
- Create targeted cover letters that highlight your accomplishments and illustrates your industry knowledge. Double check all your cover letters for errors, especially in your contact and company names. You may wish to attend a Cover Letter Practice workshop.
- Read up on Case Interviewing and attend a Case Interviewing workshop.
- Prepare for and book a mock behavioural interview with your Career Centre.

When attending company presentations, there are certain etiquette rules that need to be adhered to in terms of dress, dining and networking:

- Dress for success, leave your backpack at home and turn off your cell phone.
- Do not monopolize the buffet and do not overfill your plate.
- Avoid being put in a situation where you can't shake someone's hand because you are holding a drink in one hand and a plate in another.

Remember that research you did on the industry and company? Well now is the time to ask some intelligent concise questions to the company representatives (Tip: do not ask about salary, benefits or vacation time). Network, mingle and leave them with a good impression.

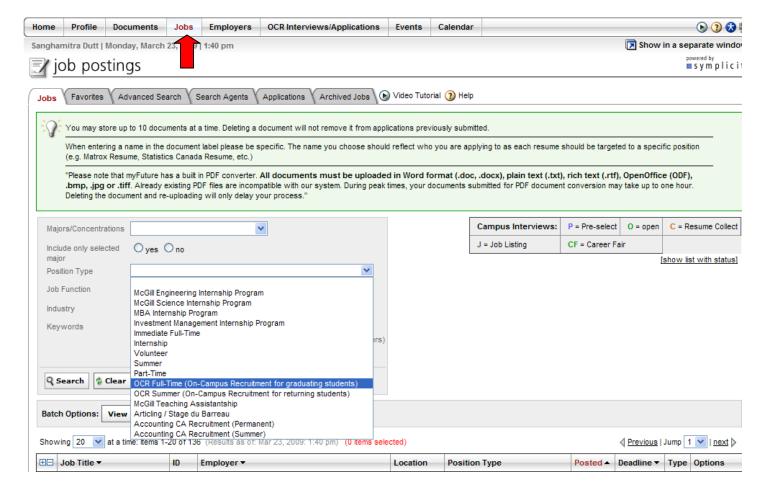
How to participate in our graduate recruitment program:

Job seekers should check myFuture for information on all positions available, company information sessions, workshops and career fairs. To apply, follow the instructions found on the job posting under the "How to Apply" section.

Recruiters may request a copy of your resume, a cover letter, or a CACEE form available in myFuture's career resources. They may also request a copy of your latest unofficial transcript (downloaded by Minerva). Others may have their own application form for you to complete. Read the instructions carefully and submit what is required. After the deadline date, applications are sent to the employer who screens them for upcoming interviews to be held on campus. Applicants invited for an interview will be notified through myFuture.

Searching for OCR opportunities on myFuture

- From the Jobs section on your homepage click on the Jobs sub tab
- You can search for OCRs either by selecting OCR Full-Time or OCR Summer in the Position Type quick search drop
 down menu or scrolling the full list of jobs using the grid below in the Type column
- Click on the Position Title to view the job description

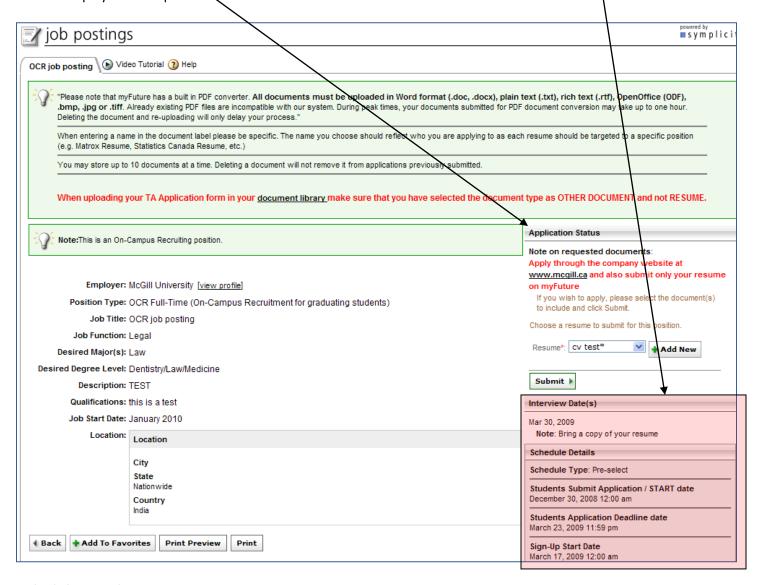


Explanation for the various Types:

- **Preselect (P)** Once you have applied to the position, you will be invited for an interview by the employer if you meet their qualifications
- Open (O) You can sign up for an interview as soon as you apply to a position. There is no pre-screening by the employer
- **Resume Collect (C)** Allows employers to collect resumes for a particular position before deciding whether or not to set up an interview schedule/date.
- Job Listing (J) List of all non OCR jobs
- Career Fair (CF) Not in use currently

Different Sections of an OCR Job Posting

- When viewing a posting remember to look carefully at the Schedule Details & Interview Date(s) section for
 important dates and notes from the employer (example: Bring a copy of you resume)
- Read the Application Status (How to Apply) carefully. You will either be prompted to apply on-line through a
 company website of you will need to upload in myFuture your Cover Letter, Resume, and Transcript which the
 employer has requested.



Schedule Details Dates

- Students Submit Application / START date Date when you can start applying for the position
- Students Application Deadline date Last date when you can apply to a position. All application deadlines are at 11:59 PM.
- Sign-Up Start Date Date when you can begin signing up for interview times if you are selected for an interview
- Cancellations Start Date The date when you can start declining for an interview invitation
- Cancellations End Date Last date to decline an interview offer
- Sign-Up End Date —Last date to sign up for an interview

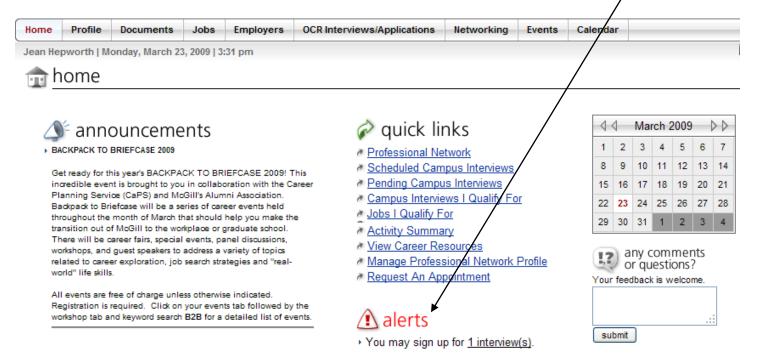
Viewing OCR Application History & Withdrawing an Application

- Click on the OCR Interview/Application section from your home page. You will see all your applications for OCR
 jobs under the Interview Requests tab
- Click on the Withdraw Application button next to the position title. Use this carefully as minimum as possible as the employer gets an email every time you withdraw.
- Please Note: you cannot withdraw your application if the deadline date for the position has passed.



Viewing OCR Application Status

Students who are invited for an interview will be informed through myFuture. Check out the alerts section on
your homepage indicating whether or not you may sign up for an interview and click on the hyperlink to signup



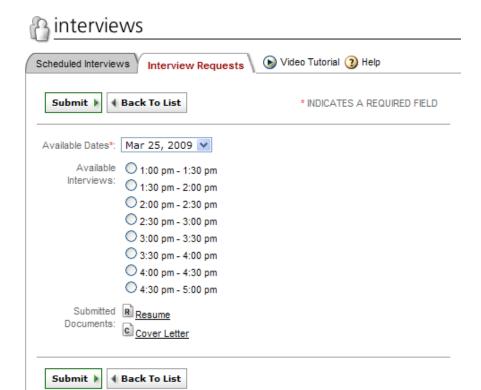
- You can also click on the OCR Interview/Application section from your home page. You will see all your
 applications for OCR jobs under the Interview Requests tab and will be able to see the status of you application
 under the Status column
- "Resume Collect" under status means that the employer has fixed an interview date



• Click on the Decline Interview button to decline the interview offer. **NOTE:** This cannot be undone.

Scheduling an Interview Time

- Click on the Schedule Interview button
- Select the time which you wish to sign up to be interviewed and then click Submit



View and/or reschedule your interview

- Click on the OCR Interviews/Applications button from your homepage then the Scheduled Interviews tab to view all upcoming interviews you have signed up for
- Click on the "Reschedule" button to change the time of your interview. If you do not see the reschedule button then either signup has ended for this interview schedule or the career office does not offer the rescheduling option.

