



OCR BROCHURE

myFuture

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

Home Profile Documents **Jobs** Employers OCR Interviews/Applications Events Calendar

Sanghamitra Dutt | Monday, March 23, 2009 | 1:40 pm

job postings

Jobs Favorites Advanced Search Search Agents Applications Archived Jobs Video Tutorial Help

You may store up to 10 documents at a time. Deleting a document will not remove it from applications previously submitted.

When entering a name in the document label please be specific. The name you choose should reflect who you are applying to as each resume should be targeted to a specific position (e.g. Matrox Resume, Statistics Canada Resume, etc.)

Please note that myFuture has a built in PDF converter. All documents must be uploaded in Word format (.doc, .docx), plain text (.txt), rich text (.rtf), OpenOffice (ODF), .bmp, .jpg or .tiff. Already existing PDF files are incompatible with our system. During peak times, your documents submitted for PDF document conversion may take up to one hour. Deleting the document and re-uploading will only delay your process.

Majors/Concentrations [dropdown]
 Include only selected major yes no
 Position Type [dropdown]
 Job Function [dropdown]
 Industry [dropdown]
 Keywords [text input]

Search Clear

Batch Options: View

Showing 20 at a time: Items 1-20 of 136 (Results as of: Mar 23, 2009: 1:40 pm) (0 items selected)

Previous | Jump 1 | next

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Type	Options
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Campus Interviews: P = Pre-select O = open C = Resume Collect
 J = Job Listing CF = Career Fair [show list with status]

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 or you will need to upload in myFuture your Cover Letter, Resume, and Transcript which the employer has requested.

The screenshot shows a job posting interface for 'OCR job posting' on the myFuture platform. The page includes a header with navigation links and a main content area with job details and application instructions. Two sections are highlighted with boxes and arrows:

- Application Status:** A red box highlights this section, which contains instructions on how to apply, including a note to apply through the company website at www.mcgill.ca and to submit only the resume on myFuture. It also features a 'Resume*' dropdown menu with 'cv test*' selected and an 'Add New' button.
- Interview Date(s):** A blue box highlights this section, which lists the interview date as 'Mar 30, 2009' and includes a note: 'Note: Bring a copy of your resume'.

Other visible sections include 'Schedule Details' with dates for 'Students Submit Application / START date' (December 30, 2008 12:00 am), 'Students Application Deadline date' (March 23, 2009 11:59 pm), and 'Sign-Up Start Date' (March 17, 2009 12:00 am).

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.



Home Profile Documents Jobs Employers **OCR Interviews/Applications** Networking Events Calendar

Jean Hepworth | Monday, March 23, 2009 | 3:11 pm

interviews

Scheduled Interviews **Interview Requests** Video Tutorial Help

show all

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

Position	Employer	Status	Signups Start	Signups End	Documents	Options
OCR job posting (10482)	McGill University	Pending	Mar 17, 2009	Mar 28, 2009	R	Withdraw Application
Software Developer C, C++, C# (9065)	Nexsan Technologies	Resume Collect	Jan 14, 2009	Apr 24, 2009	R C	Withdraw Application

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 sign up

Home Profile Documents Jobs Employers **OCR Interviews/Applications** Networking Events Calendar

Jean Hepworth | Monday, March 23, 2009 | 3:31 pm

home

announcements

▶ **BACKPACK TO BRIEFCASE 2009**

Get ready for this year's BACKPACK TO BRIEFCASE 2009! This incredible event is brought to you in collaboration with the Career Planning Service (CaPS) and McGill's Alumni Association. Backpack to Briefcase will be a series of career events held throughout the month of March that should help you make the transition out of McGill to the workplace or graduate school. There will be career fairs, special events, panel discussions, workshops, and guest speakers to address a variety of topics related to career exploration, job search strategies and "real-world" life skills.

All events are free of charge unless otherwise indicated. Registration is required. Click on your events tab followed by the workshop tab and keyword search **B2B** for a detailed list of events.

quick links

- Professional Network
- Scheduled Campus Interviews
- Pending Campus Interviews
- Campus Interviews I Qualify For
- Jobs I Qualify For
- Activity Summary
- View Career Resources
- Manage Professional Network Profile
- Request An Appointment

alerts

▶ You may sign up for 1 [interview\(s\)](#).

March 2009

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

any comments or questions?
Your feedback is welcome.

submit

- 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

Home Profile Documents Jobs Employers **OCR Interviews/Applications** Networking Events Calendar

Jean Hepworth | Monday, March 23, 2009 | 3:37 pm

interviews

Scheduled Interviews **Interview Requests** Video Tutorial Help

show all

Showing 20 at a time: Items 1-3 of 3

Position	Employer	Status	Signups Start	Signups End	Documents	Options
Consultant Recruiter (8594)	ExcelsaCom, Inc.	Invited !	Mar 12, 2009	Mar 23, 2009	R C	Schedule Interview Decline Interview
OCR job posting (10482)	McGill University	Pending	Mar 17, 2009	Mar 28, 2009	R	Withdraw Application
Software Developer C, C++, C# (9065)	Nexsan Technologies	Resume Collect	Jan 14, 2009	Apr 24, 2009	R C	Withdraw Application

- 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](#)

Scheduled Interviews **Interview Requests** Video Tutorial Help

Submit Back To List * INDICATES A REQUIRED FIELD

Available Dates*: Mar 25, 2009

Available Interviews:

- 1:00 pm - 1:30 pm
- 1:30 pm - 2:00 pm
- 2:00 pm - 2:30 pm
- 2:30 pm - 3:00 pm
- 3:00 pm - 3:30 pm
- 3:30 pm - 4:00 pm
- 4:00 pm - 4:30 pm
- 4:30 pm - 5:00 pm

Submitted: Resume

Documents: Cover Letter

Submit Back To List

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.

Home Profile Documents Jobs Employers **OCR Interviews/Applications** Events Calendar

Jean Hepworth | Thursday, August 21, 2008 | 11:41 am Login to another system Log

interviews powered by sympl

Scheduled Interviews Interview Requests Video Tutorial Help

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

	Interview Date	Position	Employer	Interview Time	Interview Room	Documents	
Review	Aug 21, 2008	OCR Job Posting (4070)	McGill University	9:00 am - 9:20 am	FDA 22E	R C	Reschedule Cancel

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