EMPLOYER OCI REGISTRATION

1. After logging in / signing up, you will land on your Hire Red Raiders home page, where you can then select + Register under Register for OCI.

2. On the Register for OCI Page, input your employer name and select the appropriate OCI Round from the drop down menu. You can provide your first choice for the interview date. Second and third choices are optional. Be sure to indicate the number of Interview Slots, Rooms, Days, and Interview Length needed.
3. Finally, select **Next** to submit your OCI Registration for approval by a UCC Admin. A popup message will display confirming that you would like to submit registration details for University Admin approval. **Please note: There are no fees associated with registering your OCI in Hire Red Raiders**

EMPLOYER OCI JOB POSTING

4. Once you have submitted your OCI Registration, you will automatically be directed to the associated **Job Posting** for your OCI visit. Once you have completed the required sections for the form, you can submit the job posting for approval by a UCC Admin. When the OCI registration and Job Posting has been approved by a UCC Admin, you will receive email notifications for both the OCI Registration and Job Posting approval. If your registration or job posting is rejected, you will be contacted by a UCC Admin for a follow up.
1. You will be able to view your applicants’ resumes and make decisions on who you would like to interview once the Job Posting Application has closed.
2. To access your Applicants, log into Hire Red Raiders, click on OCIs and Job Listings in the left-hand sidebar, and click on the gold position name.
3. From the Job Posting, click on the Applicants tab. To view a student’s resume, click the Resume link in the Application column. You also use the button to export All Application Packages.
4. To extend an interview, reject or select an applicant as an alternate, start by selecting the pencil icon to the right of the Pending bubble in the Interview Decision column. Then, select your decision from the drop-down menu in the Manage Interview Decision window. **If you need to modify or update your decisions, please contact a UCC Admin for assistance. For example - if you selected a student as an alternate but would like to change the decision to Extend Interview.

5. Your decisions can be done on a student-by-student basis, or by selecting multiple students, and using the Action button to extend/reject interviews for selected students. You may also select the Action button to choose the same interview decision for all applicants. If you have multiple alternates, you will assign rankings for those alternates and 12Twenty will automatically register the alternates in order of stated preference.

6. When you are done making your decisions, you MUST click the Confirm button to finalize their decisions. Once you confirm, you will not be able to make changes to the interview decisions. A UCC Admin will notify all of the students of your decision once you have confirmed your decisions.

7. The students will be notified to sign up for a timeslot based on the schedule created for your interview day. The UCC will release the schedule after the students have selected their interview times and you may view your schedule by clicking on the Schedule tab. A packet with the student resumes will be provided to you via email for interviews.

If you have any questions regarding Hire Red Raiders or the OCI (On-Campus Interviews) process, reach out to the Texas Tech University Career Center via email (careercenter@ttu.edu) or via phone at (806) 742-2210.