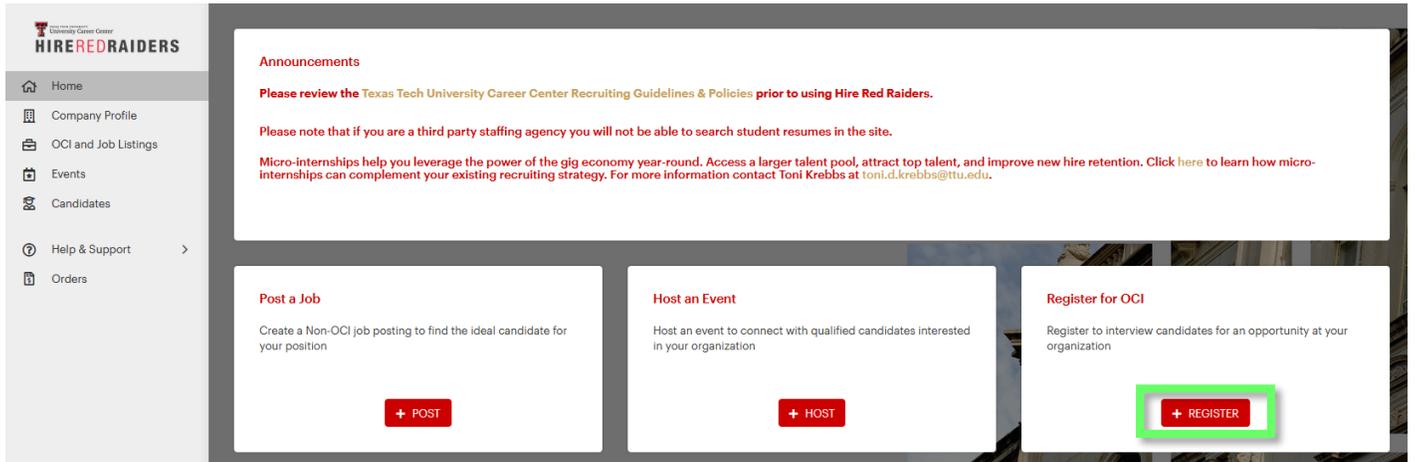


## EMPLOYER OCI (ON-CAMPUS INTERVIEWS) GUIDE

### 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.

Cancel Save Draft Next

**ⓘ All requests are reviewed prior to becoming active. If additional information is required, we will contact your company.**

#### OCI Details

Employer\*

OCI Round\*

-- Please Select a Round --

Fall 2021 - PFP Fall Career Day

#### OCI Periods

| Period | Start and End Date/Time |
|--------|-------------------------|
|        |                         |

#### Interview Date Preferences

Preferred Interview Dates cannot be the same.

First Choice \*

Second Choice

Third Choice

#### Interview Preferences

# of Total Interview Slots\*

Expected a maximum of 15 digits only.

# of Interview Rooms Needed\*

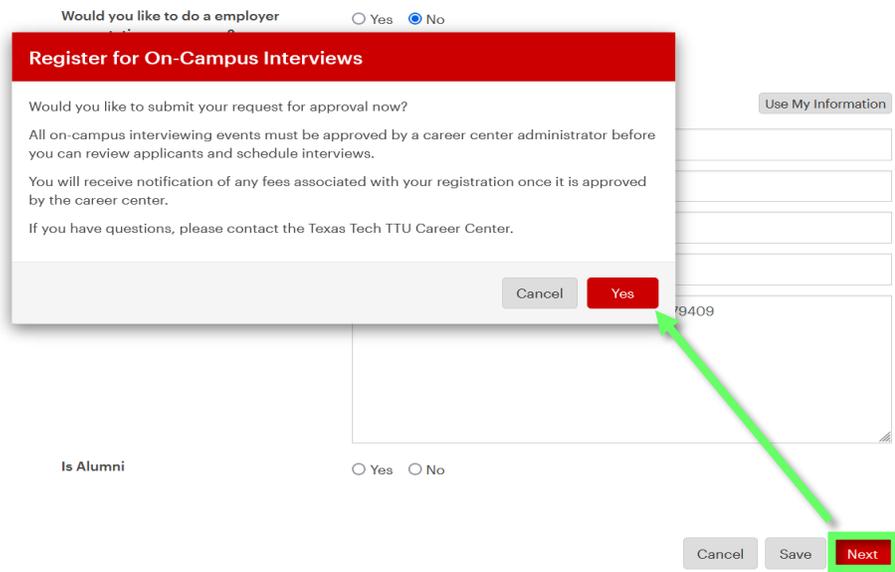
Expected a maximum of 15 digits only.

Length of Interview\*

Expected a maximum of 15 digits only.

Number of Interview Days Needed \*

- 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\*\***



Would you like to do a employer  Yes  No

**Register for On-Campus Interviews**

Would you like to submit your request for approval now?

All on-campus interviewing events must be approved by a career center administrator before you can review applicants and schedule interviews.

You will receive notification of any fees associated with your registration once it is approved by the career center.

If you have questions, please contact the Texas Tech TTU Career Center.

9409

Is Alumni  Yes  No

## EMPLOYER OCI JOB POSTING

- 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.

### Create Job Posting

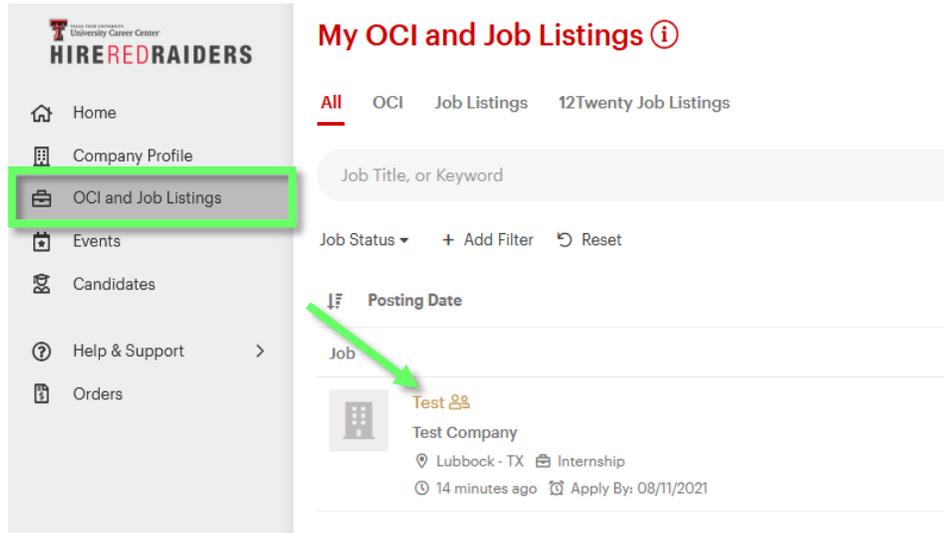
**All jobs are reviewed prior to becoming active. If additional information is required we will contact your company.**  
**Note: Please post the full job description.**  
**Jobs will be reviewed within 72 business hours of submission.**  
*If you select for applicants to "Apply via this Site", please log back in to view your applicants.*

#### Job Details

|                               |  |
|-------------------------------|--|
| Job Title*                    | <input type="text" value="Job Title"/>                   |
| Type of Job                   | <input type="text" value="-- Type of Job --"/>           |
| Paid or Unpaid                | <input type="text" value="-- Paid or Unpaid --"/>        |
| Wage / Salary                 | <input type="text" value="Wage / Salary"/>               |
| Location Type*                | <input type="text" value="-- Location Type --"/>         |
| Preferred Years of Experience | <input type="text" value="Preferred Y. ⌵"/>              |
|                               | <small>Expected a maximum of 15 digits only.</small>     |
| Interview Format              | <input type="text" value="In Person Interview"/>         |
| Work Auth Requirement*        | <input type="text" value="-- Work Auth Requirement --"/> |
| Classifications *             | <input type="text" value="-- Select a Value --"/>        |

## EMPLOYER DECISION PERIOD

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.



**Test** 

Test Company

Lubbock - TX (United States)

Internship  Analytics

15 minutes ago  Apply by: 08/11/2021, 8:00am CDT

Interview Date(s): 10/08/2021

Registration - Active
Job Posting - Application Open
Schedule Not Released

Action ▾

Employer Decision Deadline: 08/11/2021, 12:00pm CDT

Registration
Job Posting

Applicants (1) 

Schedule

 Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants. Once students have been confirmed and notified you will not be able to make changes.

**Interview Roster:** 0 of 15 Interviews Extended | 0 Alternates

Confirm

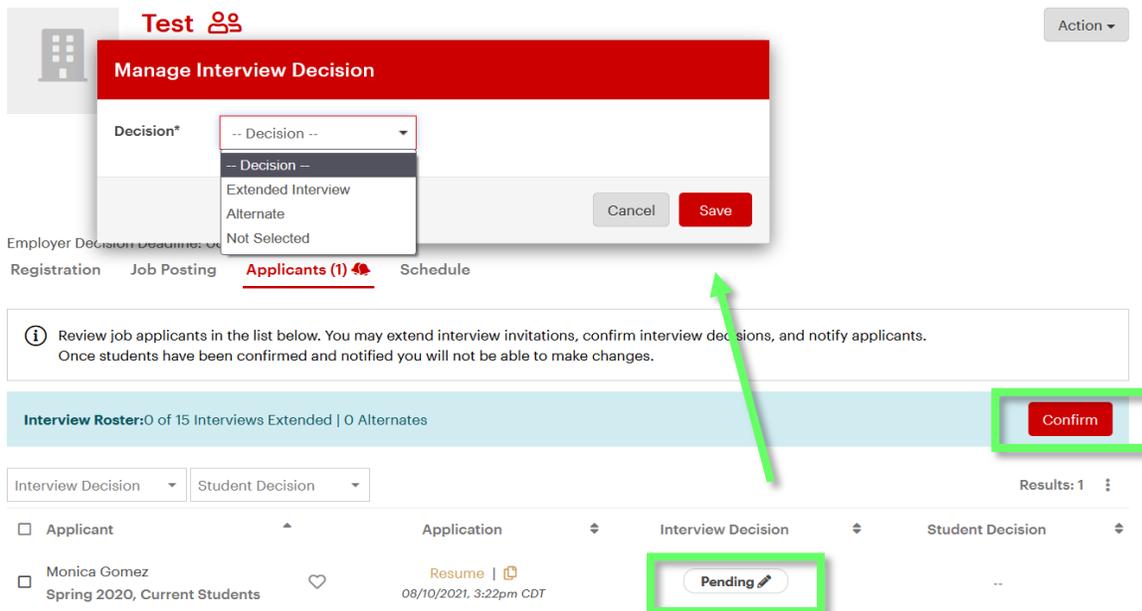
Interview Decision ▾

Student Decision ▾

Results: 1 

| <input type="checkbox"/> Applicant                                     | <input type="checkbox"/> Application  | <input type="checkbox"/> Interview Decision  | <input type="checkbox"/> Student Decision |
|--|---|--|---|
| <input type="checkbox"/> Monica Gomez<br>Spring 2020, Current Students | <div style="display: flex; align-items: center; gap: 5px;">  <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #fff3cd;"> <span style="color: #dc3545; font-weight: bold;">Resume</span>    </div> </div> <p style="font-size: 0.8em; color: #6c757d;">08/10/2021, 3:22pm CDT</p> | <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #fff3cd; border-radius: 3px; display: inline-block;"> <span style="color: #dc3545; font-weight: bold;">Pending</span>  </div> | --  |

- 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.**
- 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.
- 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.



Test  Action ▾

**Manage Interview Decision**

Decision\* -- Decision --

-- Decision --  
 Extended Interview  
 Alternate  
 Not Selected

Cancel Save

---

Employer Decision Candidates Registration Job Posting Applicants (1) Schedule

ⓘ Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants. Once students have been confirmed and notified you will not be able to make changes.

**Interview Roster:** 0 of 15 Interviews Extended | 0 Alternates Confirm

Interview Decision ▾ Student Decision ▾ Results: 1 ⋮

| Applicant  | Application   | Interview Decision   | Student Decision |
|--|---|--|------------------|
| <input type="checkbox"/> Monica Gomez<br>Spring 2020, Current Students | <a href="#">Resume</a>   <br><small>08/10/2021, 3:22pm CDT</small> | <span style="border: 1px solid gray; border-radius: 10px; padding: 2px 10px;">Pending </span> | --               |

- 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](mailto:careercenter@ttu.edu)) or via phone at (806) 742-2210.

