

On-Campus Interviews Tutorial

This tutorial provides step-by-step instructions to set up On-Campus Interviews (OCI) on Hire Red Raiders.

If you have already set up the OCI and would like to view the applications and make selections, please visit page 6.

To register for an on-campus schedule click the Register button under Register for OCI.

The screenshot shows the Hire Red Raiders recruitment portal. On the left is a dark sidebar with navigation links: Home, OCI and Job Listings, Events, and Candidate Search. The main content area has a red header with the text "Welcome!". Below the header, it says "Our recruitment tools make it easy to connect with Texas Tech students. Select an option below to get started." A prominent red message box contains the text: "Please review the Texas Tech University Career Center Recruiting Guidelines & Policies prior to using Hire Red Raiders." followed by the URL "http://www.depts.ttu.edu/careercenter/images/RecruitingGuidelinesPolic" and a note: "Please note that if you are a third party staffing agency you will not be able to search student resumes in the site." Below this is a grid of four action cards: "Register for OCI" (with a "+ Register" button and an arrow pointing to it), "Post a job" (with a "+ Post" button), "Search Candidates" (with a "Q Search" button), and "Attend a Career Fair" (with a "+ Register" button).

Complete the details of your request. The * items are required fields.

Register for OCI

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

OCI Details

Employer*

Interview Date and Time Preferences

Preferred Interview Dates cannot be the same.

First Choice *

Second Choice

Third Choice

Interview Preferences

Number of Interview Days
Needed *

of Total Interview Slots*

of Interview Rooms Needed*

Length of Interview*

Once you have completed the form, select **Next** to continue. You may also cancel the request or save a draft and return later. After clicking **Next** you will be prompted to confirm your submission. **Note: The University Career Center (UCC) does not charge fees to interview on campus.**

Visitation Description

Special Request

Would you like to do a company presentation on campus? Yes No

OCI Contact

Use My Information

OCI Contact Name*

Title*

Email*

Phone*

Address*

Is Alumni 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.

We do not charge fees to interview on campus.

Cancel

Yes

The next screen will prompt you to create your job posting that will be associated with the on-campus interview request.

Create Job Posting

Cancel

Save Draft

Submit To This School Only

All jobs are reviewed prior to becoming active. If additional information is required we will contact your company.

Job Details

| | |
|--|--|
| Classifications * | Freshman |
| If 3rd Party: Who is the organization in question? | If 3rd Party: Who is the organization in question? |
| Job Title* | fake |
| Paid or Unpaid | Paid |
| Wage / Salary | Wage / Salary |
| Location Type* | Flexible/Negotiable |
| Preferred Years of Experience | Preferred Years of Experience |
| Type of Job | -- Select a Value -- |
| Industry * | Accounting |
| Job Function * | -- Select a Value -- |
| Interview Format | In Person Interview |

Primary Job Contact

Use My Information

| | |
|------------|--|
| Name* | Name |
| Title* | Title |
| | <input type="checkbox"/> Make Visible to Students |
| Email* | Email |
| | <input type="checkbox"/> Make Visible to Students |
| Phone* | Phone |
| | <input type="checkbox"/> Make Visible to Students |
| Address* | Address |
| | <input type="checkbox"/> Make Visible to Students |
| Is Alumnus | <input type="radio"/> Yes <input type="radio"/> No |

Job Dates

| | | |
|----------------------------|-----------------------------------|--------|
| Application Begins On* | 08/23/2017 | 5:00pm |
| Application Deadline* | 08/28/2017 | 4:30pm |
| Anticipated Job Start Date | MM/DD/YYYY | |
| | <small>Format: MM/DD/YYYY</small> | |

Target Audience

| | |
|------------------------|--------------------------------------|
| Work Auth Requirement* | -- Select a Work Auth Requirement -- |
|------------------------|--------------------------------------|

Interviewer Information

If available, please specify the interview(s) below. If the interviewer is not listed in the drop down menu, please select "Create New Contact."

| | |
|----------------|---|
| Interviewer #1 | Janelle Zamora (FAKE) |
| | <input type="checkbox"/> Make Visible to Students |

You can chose an existing contact or create a new contact as an interviewer.

| |
|----------------------|
| -- Select a Value -- |
|----------------------|

Application Method(s)*

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

- Apply via This Site* Yes No
- Apply via External Website  Yes No
- Apply via Email  Yes No

Apply via This Site is already selected. If you have additional requirements you may indicate these in the Application Method(s) and in the job description.

Job Description*

B *I*      

Attachments

No file chosen
Allowed file types: Any

Application Document Requirements

Request or require students to submit below documents when applying to this job:

| Document Type | Document Display Name | Is Required? |
|---------------|-----------------------|-------------------------------------|
| Resume | Resume | <input checked="" type="checkbox"/> |
| Cover Letter | Cover Letter | <input type="checkbox"/> ✘ |
| Other | Other | <input type="checkbox"/> ✘ |

Please select any additional documents the job requires.

[+ Add Additional Document Type](#)



After you submit the request the UCC staff will review the details and you will receive an email confirmation if it is approved. If we require more information, we will reach out to the person associated with the request.

Take

Fake Company test
Application Deadline: 8/28/2017, 4:30 PM
Interview Date: --

Your request has been submitted. You will receive an email once the schedule has been confirmed or additional information is required.

Action ▾

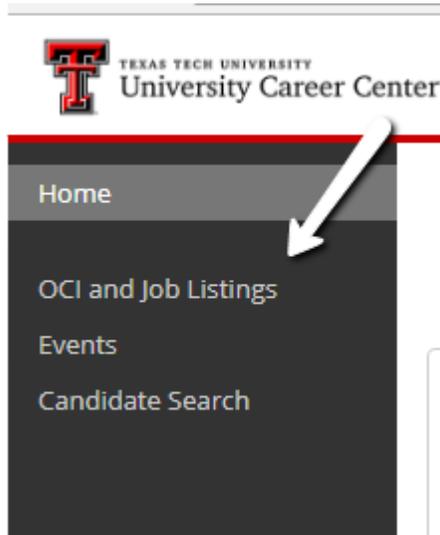
1 REGISTRATION Pending Approval 2 JOB POSTING Pending Approval 3 APPLICANTS (0) 4 SCHEDULE Date Needed

Job Posting Status: Pending Approval. You will be notified when this posting has been reviewed.

 Did you know, you can post this job to multiple schools and thousands of candidates with a single job posting? [Let's do it!](#)

How to view candidates and make selections

When the OCI request and job posting are approved, you will need to log into your account to view the application timeline and interview timeslots. Once you have signed in, click the link on the left side for OCI and Job Listings. Then click on the active job.



My OCI and Job Listings

[+ Post a Job](#) [+ Register for OCI](#)

- 1. To Post a Job without an On-Campus Interview, click "+ Post a Job" button on the top right.
- 2. To Post a Job with an On-Campus Interview, click "+ Register for OCI" button on the top right.
- 3. Click on any job title in the list below to view more details about the job posting.
- 4. All jobs are reviewed prior to becoming active. If additional information is required we will contact your company.

[All](#) [OCI](#) [Job Listings](#) [12Twenty Network Jobs](#)

| | | | |
|--|---|---|---|
| OCI or Job Listings: <input type="text" value="All"/> | Student Group: <input type="text" value="All"/> | Job Status: <input type="text" value="All"/> | Paid or Unpaid: <input type="text" value="All"/> |
| Type of Job <input type="text" value="All"/> | Industry <input type="text" value="All"/> | Job Function <input type="text" value="All"/> | Classifications <input type="text" value="All"/> |
| If 3rd Party: Who is the organization in question? <input type="text"/> | Number of Interview Days Needed <input type="text"/> | <input type="button" value="x Clear Filters"/> <input type="button" value="Q Get Results"/> | |

Sort By:

| Job | OCI or Job Listing | Interview Date | OCI Request Status | Job Status | Applicants |
|---|---|----------------|--|--|--------------|
| fake Fake Company test Flexible/Negotiable Application Deadline: 8/28/2017, 4:30 PM | OCI | 8/28/2017 | Active | Application Open | 0 applicants |

From this screen you can view the job posting and applicants; and once the sign-up period is closed, you can view the schedule. View applicants by clicking on the Applicants tab. You will be taken to a screen that shows the applicant information. You will not be able to make interview decisions until the application date closes.

FAKE

Fake Company test
 Application Deadline: 1/11/2018, 5:00 PM CST
 Interview Date: 1/15/2018
 Employer Decision Deadline: 1/11/2018, 5:00 PM CST

Click here to view applicants.

This means that the schedule is not shown to students. The status will change once the student sign up period is closed.

1 REGISTRATION
Active

2 JOB POSTING
Application Open

3 APPLICANTS (1)

4 SCHEDULE
Not Released

Job Posting Status: Application Open. Any edits will require submission for approval.
Edit

Job Details

| | |
|--|--|
| Paid or Unpaid | Paid |
| Wage / Salary | |
| City | Remote/Telecommute |
| Preferred Years of Experience | |
| Interview Format | In Person Interview |
| Classifications | Freshman |
| If 3rd Party: Who is the organization in question? | -- |
| Preferred Major/Academic Program | Personal Financial Planning |
| Type of Job | Full-Time |
| Industry | Consumer Packaged Goods - Household / Personal |
| Job Function | Administrative |

Primary Job Contact

Janelle Zamora
 FAKE
 zamorajanelle@gmail.com
 806-742-2210

3211 18th, Lubbock - TX, United States (USA), 79409

Target Audience

Work Auth Requirement Permanent US Work Authorization Required

Who Can View & Apply

This job listing is targeted towards the following students.

Student Group Current Students

When viewing the applicants, you will see the student's status and you will be able to download the application packet or export the data.

Interview Date: 1/15/2018
Employer Decision Deadline: 1/11/2018, 5:00 PM CST

1 REGISTRATION Active
2 JOB POSTING Application Open
3 APPLICANTS (1)
4 SCHEDULE Not Released

i Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants.

Interview Roster: 0 of 8 Interview Slots Filled | 0 Alternates
Confirm

Action ▾

| <input type="checkbox"/> | Applicant | Contact | Application | Interview Decision | Download All Application Packages |
|----------------------------|--|----------------------|--|--------------------|-----------------------------------|
| <input type="checkbox"/> ☆ | Monica Ann Gomez <small>Spring 2020, Current Students</small> | monica.gomez@ttu.... | Resume <small>1/9/2018, 2:44 PM CST</small> | Pending | Export Applicant Data |

Once the application deadline has closed, you can then make decisions in the candidate screen. Click on the pencil next to the word Pending to populate the Manage Interview Decision box. From here, you can make your decision to extend an interview to the candidate. Chosen candidates will be prompted to log in and choose an interview timeslot.

FAKE
Manage Interview Decision
Action ▾

Fake Company test
Application Deadline
Interview Date: 1/15/2018

1 REGISTRATION Active
Cancel
Save
4 SCHEDULE Not Released

i Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants.

Interview Roster: 0 of 8 Interview Slots Filled | 0 Alternates
Confirm
Notify

Action ▾

Applicant Work Authorization | All ▾

| <input type="checkbox"/> | Applicant | Contact | Application | Interview Decision | Student Decision |
|----------------------------|---|----------------------|--|--------------------|------------------|
| <input type="checkbox"/> ☆ | Monica Ann Gomez <small>Spring 2021, Current Students Permanent Work Authorization</small> | monica.gomez@ttu.... | Resume <small>1/9/2018, 2:44 PM CST</small> | Pending | -- |

Click the drop down arrow to make a decision about the candidate. Then click save.

Click the pencil first to bring up the decision option

When you have made all of your decisions you will be asked to confirm the interview list. Once you confirm, you will not be able to make changes to the interview decisions. **Note: If you need to confirm your timeslots earlier, please contact the University Career Center to assist you in modifying your close time.**

After you have submitted the decisions, the students will be notified to sign up for a timeslot. The UCC will release the schedule after the sign-up period and you may view your schedule by clicking on the Schedule tab.

| Interview Time | Interviewer Name | Slot Notes | Applicant |
|-------------------------|------------------|------------|------------------|
| 8:00 AM - 8:30 AM CST | -- | | -- |
| 8:30 AM - 9:00 AM CST | -- | | -- |
| 9:00 AM - 9:30 AM CST | -- | | -- |
| 9:30 AM - 10:00 AM CST | -- | | -- |
| 10:15 AM - 10:45 AM CST | -- | | Monica Ann Gomez |

A packet with the student resumes will be provided to you via email and hardcopy when you arrive in the office for interviews. You may also download your schedule. **NOTE:** Any applicants added after the deadline may not have a resume included in the packet. **The UCC will make an effort to provide the resume prior to the interview, but makes no guarantee.**

This concludes the On-Campus Interview Tutorial.