

HIREREDRAIDERS

EMPLOYER OCI (ON-CAMPUS INTERVIEWS) GUIDE

EMPLOYER OCI REGISTRATION

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

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		Appouncements	2							
ស	Home	Please review the Texas Tech University Career Center Recruiting Guidelines & Policies prior to using Hire Red Raiders.								
□	Company Profile									
Ē	OCI and Job Listings	Please note that if you are a third party staffing agency you will not be able to search student resumes in the site.								
ė	Events	Micro-internships help you leverage the power of the gig economy year-round. Access a larger talent pool, attract top talent, and improve new hire retention. Click here to learn how micro-internships can complement your existing recruiting strategy. For more information contact Toni Krebbs at toni.d.krebbs@ttu.edu.								
2	Candidates									
Ø	Heip & Support >									
1	Orders	Post a Job Host an Event Register for OCI								
		Create a Non-OCI job posting to find the ideal candidate for your position Host an event to connect with qualified candidates interested in your organization Register to interview candidates for an opportunity at your organization								
		+ POST + HOST + REGISTER								

 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.

(i) All requests are reviewe company.	d prior to becoming active. If additional information is required, we will contact your
OCI Details	
Employer*	Test Company
OCI Round* 🕢:	Please Select a Round
	Please Select a Round
OCI Periods	Fall 2021 - PFP Fall Career Day
Period	Start and End Date/Time
Interview Date Prefer Preferred Interview Dates cannot First Choice *	ences be the same.
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Interview Date Prefer Preferred Interview Dates cannot First Choice * Second Choice Third Choice Interview Preferences # of Total Interview Slots* # of Interview Rooms Needed Length of Interview [*]	EDECES Les the same. MM/DD/YYYY MM/DD/YYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DJ/YYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DJ/YY MM/DJ/YY MM/DJ/YY MM/DJ/YYY MM/DJ/



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 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 submit your r	equest for approval now?	Use My Informat
All on-campus interviewing eve you can review applicants and	nts must be approved by a career center administrator before schedule interviews.	
You will receive notification of by the career center.	any fees associated with your registration once it is approved	
If you have questions, please c	ontact the Texas Tech TTU Career Center.	
	Cancel Yes 1940	9
ls Alumni	○ Yes ○ No	\mathbf{i}

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.

Create Job Posting		Cancel	Save Draft	Submit			
 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*	Job Title						
Type of Job	Type of Job 👻						
Paid or Unpaid	Paid or Unpaid			•			
Wage / Salary	Wage / Salary						
Location Type*	Location Type			-			
Preferred Years of Experience	Preferred Y 🗧						
	Expected a maximum of 15 digits only.						
Interview Format	In Person Interview -						
Work Auth Requirement*	Work Auth Requirement						
Classifications *	Select a Value			-			



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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 <u>Hire Red Raiders</u>, click on **OCIs and Job Listings** in the left-hand sidebar, and click on the **gold position name**.

My OCI and Job Listings (i)				
All OCI Job Listings 12Twenty Job Listings				
Job Title or Kowword				
Job Title, of Reyword				
Job Status 🕶 🕂 Add Filter 🖒 Reset				
J.₹ Posting Date				
dot				
Test 2% Test Company				

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 29 Test Company Lubbock - TX (I El Internship 11 ① 15 minutes ago Interview Dated 	United States) Analytics (s): 10/08/2021 (s): 10/08/2021	08/11/2021, 8:00am CDT g - Application Open Schee	dule Not Re	sleased		Acti	on 🗸
Employer Decis Registration	on Deadline: 08/11/20 Job Posting	21. 12:00pm CD oplicants (1) 4 st below. You ma	Schedule ay extend interview invitatio	ns, confirr	n interview decisions, and I	notify appli	cants.	
Interview Ros	udents have been conf ster:0 of 15 Interviews	firmed and notif	ied you will not be able to n ternates	nake chan	ges.		Confir	m
Interview Decis	sion 👻 Student D	Decision -					Results: 1	• • •
 Applicant Monica Ge Spring 20 	omez 20, Current Students	. ♡	Application Resume 🖸 08/10/2021, 3:22pm CDT	\$	Interview Decision	\$	Student Decision	\$

TEXAS TECH UNIVERSITY University Career Center

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- 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.

Test	Test 음					Action -
Manage I	nterview Decision					
Decision*	Decision	•				
Employer Decision Deaumice:	Decision Extended Interview Alternate Not Selected		Cano	el Save		
Registration Job Postin	g Applicants (1) 🦛	Schedule				
(i) Review job applicants Once students have b	in the list below. You ma been confirmed and notifi	y extend interview invitations ed you will not be able to ma	s, confirm ike change	nterview dec sions, and no s.	tify applica	nts.
Interview Roster:0 of 15 In	terviews Extended 0 Alt	ernates				Confirm
Interview Decision 🔹 S	itudent Decision 🔹					Results: 1 🚦
Applicant		Application	\$	Interview Decision	\$	Student Decision 🗘
Monica Gomez Spring 2020, Current S	tudents	Resume [] 08/10/2021, 3:22pm CDT		Pending 🖋		

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 (<u>careercenter@ttu.edu</u>) or via phone at (806) 742-2210.

