

Requesting an On-Campus Recruiting (OCR) Schedule

1. Once you are logged into [TribeCareers](#), click on the “OCR” tab on the left-hand side of the screen.
2. From the drop-down, click on “Schedules.”
3. Click on the “Request a Schedule” button in the center of the page
4. Please complete the form provided. Required fields are marked with an *:
 - a. Recruiting Session *
 - b. OCR Model *
 - i. **None** - Room Reservation Only
 - ii. **Preselect** - allows for students to submit application materials to OCR job postings. Employers may then preselect (invite) students whom they would like to interview.
 - iii. **Alternate** - allows employers to select an alternate group of students in addition to preselected students. Set dates for the alternate sign-up period, which opens interview sign-up to alternate students. As an example, the date may be set to begin a day after the preselect sign-up begins.
 - iv. **Open** - used for an open interview schedule. Set dates when eligible students may both apply for a position and sign-up for an interview time simultaneously. The interview time selected will be first come, first served for students.
 - v. **Preselect to Alternate** - begins as a preselect schedule and also allows a time period for alternate invitees to sign up.
 - vi. **Preselect to Open** - allows you to preview interested candidates’ resumes and offer your preferred candidates the ability to select an interview time via an online sign up. If your preferred candidates do not select a slot in the selected window, there will be a second timeframe where all applicants have the ability to select an interview time via an online sign up.
 - vii. **Preselect to Alternate to Open** - begins as preselect schedule and then allows for alternate sign-ups before ultimately allowing for open sign-ups. Once the preselected and alternate students have signed up, the schedule is then open for all other eligible students to sign-up for an interview on a first-come-first-served basis.
 - c. Interview Date Choices * Note: It is best to provide us with at least 2 possible dates so we can most effectively accommodate your request. You can select up to 3 dates.
 - d. Virtual Interviews: Y/N
 - i. If you select “Yes” a field titled “Virtual Interview Information” will appear. This is where you will input the video link to your interviews. This field is not required and you can come back to it if you do not have the link prepared.
 - e. Time Slot*: Full Day, Morning, or Afternoon
 - f. Number of Rooms*: For virtual interviews, rooms = # of interviewers.
 - g. Location
 - h. Interview Length*
 - i. Allow Multiple Student Interviews*
 - i. Select “Yes” if you would like students to sign up for one than one slot on the same schedule, if you have more than one position attached. Select “No” if you would like to have students only sign up for one slot per schedule.
 - j. Receive Auto-Generated Resume Packet: Y/N If you choose yes, you will receive an application packet PDF when the schedule closes.

When you are finished, click “Submit.” Your posting will be reviewed by our staff, typically within 24-48 business hours.

You will receive an email once your schedule is approved. Please review the OCR Trigger Dates by clicking into the schedule (click on date under schedules). You will see the list of dates on the right-hand side of the page.

- i. Resume Submission Start/End
- ii. Employer Select Start/End
- iii. Sign-ups Start/End (based on the OCR Model you selected)

Select the “Create/Attach Positions” button on the top of the page to add your OCR position(s).

- 1. You can create a new position, copy an existing position and modify it, or link a position that is active on another schedule.
- 2. To create a new position, see details above under “Posting a Job”
- 3. OCR has the following additional fields: Room, Application Instructions, and Screening Criteria – Class Level
- 4. Once you click “Save & Finish” on your position(s), your schedule will be submitted to our office for review. Most postings are approved within 24-48 business hours.