

## The Citadel Career Center Employer User Guide On-Campus Interviews (For Employers Interviewing On-Campus Only)

### To Request an Interview Schedule:

1. From your Gate home page, under **Quick Links**, either click **Create New Schedule Request** or click **On-Campus Interviewing (OCI)** on the top navigation bar. If you click the navigation bar, you will need to click on the **Schedules Request** tab.

Home Account Calendar Organization Profile Jobs & Internships Resume Books On-Campus Interviewing (OCI) Events

Welcome, 7 cmel test.

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### Announcements

**NEED A QUICK TURNAROUND ON YOUR POSTING?:**  
If you are posting a position with an application deadline that is within a week or less, please send an email to [CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu) to alert us of your posting and we will send a message to our students/alumni to give them a heads up on the fast approaching deadline.

**WHEN UPCOMING GRADUATES BECOME ALUMNI IN THE GATE:**  
Please refer to the following for details in relation to your postings for members of the current graduating class (2011).  
[Continue Reading...](#)

**NACE SALARY CALCULATOR:**  
A service of the National Association of Colleges & Employers (NACE). Each analysis is \$25 and discounts are available for multiple analyses. Click [NACE SALARY CALCULATOR](#)

### SHORTCUTS

- Post a Job to Multiple Schools (Fee Based)
- View Multi-School Job Postings
- View Participating NACElink Schools
- Post a profile
- Create New Schedule Request
- View OCR Schedules
- Create Job Posting for this school only (free)
- View Non-OCR Job Postings
- View Non-OCR Applicants

November 2010

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

2. Complete the Create New Schedule Request form, including position information (click **copy/create a new position** to add your job description). Required fields are noted with a red asterisk.

### New Interview Schedule Request

INSTRUCTIONS: Please enter the details of this schedule request and hit the submit button when finished.

**Recruiting Session\***  
Please select which session this request is for  
Fall 2010 On Campus Interviews

**OCR Model\***  
Please select which OCR Model you will use  
 Preselect  
 Resume Collect

**Interview Date\***  
Please select the date you wish to reserve

**Time Slot\***  
Please select which time slot you prefer  
full day

**Number of Rooms\***  
Please enter the number of rooms requested

**Location**  
If a specific location is desired please choose it here.

**Interview Length\***  
Please select the interview length (minutes)  
 30  45  60

**Allow Multiple Student Interviews\***  
Do you wish to allow a student to schedule multiple interviews on this schedule if more than one position is attached?  
 Yes  No

**Position Type(s)\***  
Please pick which position types you'll be recruiting for on this date  
 Full Time  
 Part Time  
 Internship  
 Summer/Seasonal  
 Graduate School Information (not a job)

**Notes**  
Enter any notes regarding this request

**Receive Auto-Generated Resume Packet**  
Choosing "Yes" will allow you to receive an automatic resume packet via email upon schedule close.  
 Yes  No

**Positions Recruited\***  
Please let us know what positions you will be interviewing for.  
+Add Item

date	morning	afternoon
10/27	4	4
10/28	4	4
10/29	4	4
11/01	4	4
11/02	4	4
11/03	4	4
11/04	4	4
11/05	1	1
11/08	4	4
11/09	4	4
11/10	4	4
11/11	4	4
11/12	4	4
11/15	4	4

Make sure there is availability on the day you request an On-Campus Interview schedule date.

Copy/create a new position here.

3. Click **Submit** to complete your request.
4. Your request will be “pending” until approved from The Citadel Career Center’s Recruitment Coordinator.
5. You will receive an email from our office once your schedule request has been approved. Following approval, you will be able to make any changes or additions, click **edit schedule details**.



Home Account Calendar Organization Profile Jobs & Internships Resume Books On-Campus Interviewing (OCI) Events

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on-campus recruiting

Schedules Positions Interviews Applicants Wait-List Publication Requests

**Tasks**

- Review Schedule
- [edit schedule details](#)
- View Interview Schedule
- view another schedule
- Request A Schedule

**Instructions:** Use the tasks menu to:

- edit schedule details
- Set room/timeslot availability

**Positions Recruited**

1 Items SHOW 10 per page

Job Title	Position Type	Major(s)	Room(s)	Schedules	Applicants/Slots
<a href="#">Test Job (copy)</a>	Full Time		Interview Room #201 (Datastream Room), Interview Room #203 (Recruiter Lounge), Interview Room #205 (Training Room)	✓ Nov 19, 2010	0 / 48

**Schedule Details**

OCI Dates: Nov 19, 2010

ID	2	Resume Submission Start	October 15, 2010 12:00 am
Date	November 19, 2010	Resume Submission End	November 5, 2010 04:00 pm
OCR Modal	Preselect	Employer Select Start	November 5, 2010 12:00 am
Time	8:30 am - 4:30 pm	Employer Select End	October 15, 2010 11:59 pm
Room(s)	Interview Room #201 (Datastream Room), Interview Room #203 (Recruiter Lounge), Interview Room #205 (Training Room)	Preselect Signup Start	October 15, 2010 12:00 am
Interview Length	30	Schedule Close	November 14, 2010 11:59 pm
Allow Multiple	No		
Student Interviews			

[Edit Schedule Details](#)

### To View/Select Candidates For Position:

1. Under Alerts on your home page, you will see how many students have applied for your position. You may click on the specific underlined alert or on **On-Campus Interviewing (OCI)** on the top navigation bar.

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[More Announcements](#)

### Alerts

- ▶ resume drop has begun for [1 schedule\(s\)](#).
- ▶ Sign-up has begun for [1 schedule\(s\)](#).
- ▶ Sign-up has ended for [1 schedule\(s\)](#).
- ▶ [2 student\(s\)](#) has(have) applied to your N...
- ▶ You have [3 OCR resume packet\(s\)](#) awaiting download.

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- The **Applicants** tab lists all students who have applied for your position. To view a student profile, click on the underlined last name. To review documents submitted, click the appropriate icon under the documents column.
- Using the drop-down menu in the **Status** column, you may select any of the following for each student applicant: not invited, invited or alternate. The status will be set at “pending” before you make any selections.

Schedules Positions Interviews **Applicants** Wait-List Publication Requests ? Help

**Note:** You must select a "position" and click [Apply Search] before batch inviting.

**Search Filters:**

Position: Sprocket Sales    Student:

Status:     Major:

apply search    clear

**Batch Options:** Mail to Checked    Save As Excel    Generate Book    Change status to:

Items 1-3 of 3    [show all]    < Previous | Jump | 1 | Next >

<input type="checkbox"/>	Last Name ▼	First Name ▼	Position ▼	Documents	Status ▼
<input type="checkbox"/>	<u>Beam</u>	Christopher	Sprocket Sales		not invited
<input type="checkbox"/>	<u>Silva</u>	Deanna	Sprocket Sales		invited
<input type="checkbox"/>	<u>Simpson</u>	Bartholomew	Sprocket Sales		invited

Items 1-3 of 3    [show all]    < Previous | Next >

*(Status dropdown menu for Simpson is open, showing: invited, pending, invited, alternate, not invited)*

**Schedules**    assigned / slots

Sep 26, 2006.    2 / 13

**Total Slots**    13

**Positions**    assigned / total

Sprocket Sales    2 / 13

**To View Your Schedule and Generate Interview Packet(s):**

1. From your home page, click **On-Campus Interviews (OCI)** from the top navigation bar.
2. Under the **Schedules** tab, any interviews scheduled (by the student) will appear. You may also print out a report of the students scheduled by clicking **Generate Interview Packet**.

**Schedules** | Positions | Interviews | Applicants | Wait-List | Publication Requests | ? Help

**Instructions:** Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.

**Schedules**

Batch Options:  ←

Items 1-1 of 1

	Date ▾	ID ▲	Timespan	OCR Model	Positions	Interview Location	# of Rooms	Options	Approved
<input type="checkbox"/>	Sep 26th	6	9:00 am - 5:00 pm	Preselect to Alternate	<a href="#">Sprocket Sales</a>	NYU Wasserman Center for Career Development	→	1 interview	✓

Items 1-1 of 1

◀ Previous | Jump | 1 ▾ | Next ▶

3. To see each student name and interview time, click on the **Interviews** tab. You may also view the submitted documents from this page.

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## on-campus recruiting

Schedules Positions **Interviews** Applicants Wait-List Publication Requests

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position

Office

Apply Search

Clear

Mail to Checked Save As Excel Generate Book

Items 1-1 of 1

SHOW 20 per page

	Schedule ▲	Position ▲	student	Interview Room ▲	documents
<input type="checkbox"/>	<a href="#">2010-11-05</a>	<a href="#">Test Job (copy) (1000)</a>	Ashley S Chrans	Interview Room #201 (Datastream Room)	

- From the **Generate Book** tab, you may select a publication name and the documents to be included in your interview packet. You will receive confirmation via email when this publication is ready for download.

Schedules Positions Interviews Applicants Wait-List Publication Requests **Generate Book** ? Help

**Publication Request**

1 entries selected.

Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:

Resume Packet

Which **document types** to include in the packet?

Resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

cancel submit request

**Logging Out:**

Click Logout in the top right hand side of the page when you are ready to end your session.

**When you need help:**

If you have any difficulty using the system, please contact Celeste Melvin, Recruitment Coordinator at [Celeste.Melvin@Citadel.edu](mailto:Celeste.Melvin@Citadel.edu) or 843-953-1615.