

## Recruitment Interview Schedules

Recruitment interview schedules are an opportunity for employers to post a position, collect applicant materials, and schedule interviews in a seamless manner.

Setting up a recruitment interview schedule through the Career Connect/Symplicity platform is a great way to highlight job positions and entice students. Job positions attached to an “OCR” schedule (on-campus recruitment schedule) are easily identified to students with an indicator next to the position title stating "[Campus Interviews](#)."



*\*It is important to point out that although the Career Connect/Symplicity career platform refers to all recruitment schedules as “**OCR schedules**”, our employer partners have the option to hold all recruitment schedules **on-campus or virtually** depending on their preference.*

### Before you Begin

Before creating your recruitment interview schedule, it is a good idea to familiarize yourself with the following:

#### What is an OCR Session?

The OCR Session sets the guidelines/rules for all schedules created within a particular recruitment period. RIT's Office of Career Services and Cooperative Education creates an OCR session each semester. Start and end dates for the recruiting period, locations, and other parameters are set up in the OCR session.

#### What are the OCR Models?

Employer Contacts have the option to choose from any of the following models for recruitment interview schedules at RIT:

**Preselect** - The preselect model allows employer contacts to preselect (invite) students whom they would like to interview. Once invited, preselected candidates will have the opportunity to sign up for an interview during the signup period on an OCR schedule. This model allows *only* those chosen by the employer to interview.

**Preselect to Alternate** - This combination model begins as a preselect schedule and also allows a time period for alternate invitees to sign up to interview on the OCR schedule. Employer contacts choose their top candidates as the preselect group and second-tier candidates as alternates. The OCR schedule will open to the preselected group first, allowing the candidates to select interview time slots. After a set number of days, the alternate signup period starts. The OCR schedule opens to the alternate candidates to schedule interviews in any time slots left on the schedule.

**Preselect to Open** - This combination model begins as a preselect schedule and allows an open signup period that allows all interested candidates to sign up for an interview. Employer contacts choose their top candidates as the preselected group. The OCR schedule will open to the preselected group first, allowing the first selection of interview time slots. After a set number of days, the OCR schedule opens to all other eligible candidates.

**Preselect to Alternate to Open** - This combination model begins as a preselect schedule, then allows an alternate signup period before ultimately allowing the schedule to open to all other eligible candidates. Once the preselected and alternate candidates have signed up, the schedule is then set to "Open" for all other eligible candidates to sign up for an interview.

**Open** - The open model is used for an open interview schedule. Dates are set so that eligible students may apply for a position and sign up for an interview simultaneously. Employer contacts *do not* preselect/invite candidates to interview. All interview schedule timeslots are open to all *eligible* candidates.

**None – Room Reservation Only** – The "None - Room Reservation Only" model allows employers to request to use a room only. No position is attached. Candidates do not apply to a position nor sign up for an interview time. The employer will manage student applicants and interviews from their end.

## Requesting an OCR Schedule

Employer contacts can request an OCR schedule anytime in Career Connect/Symplicity. Simply log into their accounts and go to [OCR > Schedules > Request a Schedule](#).

The screenshot displays the RIT Career Connect/Symplicity interface. The top navigation bar is orange with the RIT logo on the left and a user profile icon on the right. Below the navigation bar, the breadcrumb trail reads "Home / OCR / Schedules". The main heading is "On-Campus Recruiting". A left-hand sidebar contains a menu with items: Home, Employer Profile, Jobs, OCR (highlighted with an orange arrow), Schedules, Positions, Applicants, Interview, Wait-List, Publication Requests, Events, Calendar, and My Account. The main content area has a sub-navigation bar with "Schedules", "Positions", "Applicants", "Interviews", "Wait-List", and "Publication Requests". Below this is a blue instruction box: "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." The main content area is divided into two columns: "Schedules" and "Pending Schedule Requests". Both columns show a "No Records Found" message with a document icon and a red "Request A Schedule" button. An orange arrow points to the "Request A Schedule" button in the "Schedules" column.

Complete the New Interview Schedule Request form. 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 21/22

**OCR Model \***  
Please select which OCR Model you will use

- None - Room Reservation Only
- Preselect
- Preselect to Alternate
- Preselect to Open
- Preselect to Alternate to Open
- Open

The majority of the required fields are self-explanatory. Employer contacts will select the **Recruiting Session** and **OCR Model** (as explained above).

Next select the **Interview Date** that you wish to reserve. There are options to select 2<sup>nd</sup> and 3<sup>rd</sup> choice dates. You will notice an **Availability** chart on the right-hand side of the screen. This chart lists all dates in the OCR session and the number of rooms available in both the morning and afternoon.

**Availability**

date	morning	afternoon
08/23	41	41
08/24	41	41
08/25	41	41
08/26	41	41
08/27	41	41
08/30	41	41
08/31	41	41
09/01	41	41
09/02	41	41
09/03	41	41
09/06	41	41
09/07	41	41
09/08	41	41

**Note:** Available rooms listed include “virtual rooms” as well as room’s on-campus. The Office of Career Services and Cooperative Education will reach out to the employer contact to confirm rooms and availability.

Select “Yes” if you intend to hold **Virtual Interviews**. This will refresh the form to include **Virtual Interview Information** for how students will access the interview. The Virtual Interview Information field is *not* a required field. Employer contacts can edit the schedule at a later time to include this information, or contact RIT’s Sr. Staff Specialist for Recruiting at [ocest2@rit.edu](mailto:ocest2@rit.edu) to add the information.

**Virtual Interviews \***  
If the interviews for this schedule will be conducted virtually, please select yes.

Yes  No

Choose your preferred **Time Slot** for the interviews. You can select Full Day, Morning, or Afternoon.

Next enter the **Number of Rooms** you will need to conduct your interviews.

**Note:** If you have chosen **Virtual Interviews**, you can request multiple virtual rooms, **or** request 1 room and set your virtual platform to include break-out rooms.

- If you choose **multiple virtual rooms**, you need to provide an individual virtual link for **each** virtual room.
- If you choose to request **1 virtual room**, you only need to provide one virtual link. Please note however, that a representative is responsible for managing the link and sending applicants to the break-out rooms.

Interviewer(s)

Add Name

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
- Co-op/Internship
- Research (REU)
- Fellowship
- Contract/Freelance
- Part-Time
- Volunteer

Time Slot \*

Please select which time slot you prefer

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



Employer contacts are asked to specify the **Interview Length**, with options of 30, 45, or 60 minute increments.

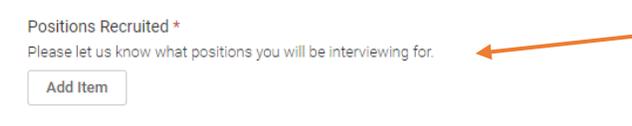
Determine if you will **Allow Multiple Student Interviews**. Checking “Yes” allows a student the option of scheduling multiple interviews on the same schedule if more than 1 position is attached.

Select the **Position Type(s)** that you are recruiting for. Employer contacts can select more than one type of position for the schedule. For example, an employer may want to set up an OCR schedule and post both a Co-op Software Engineer position and a Full-time Software position and allow applicants to sign up on the same schedule.

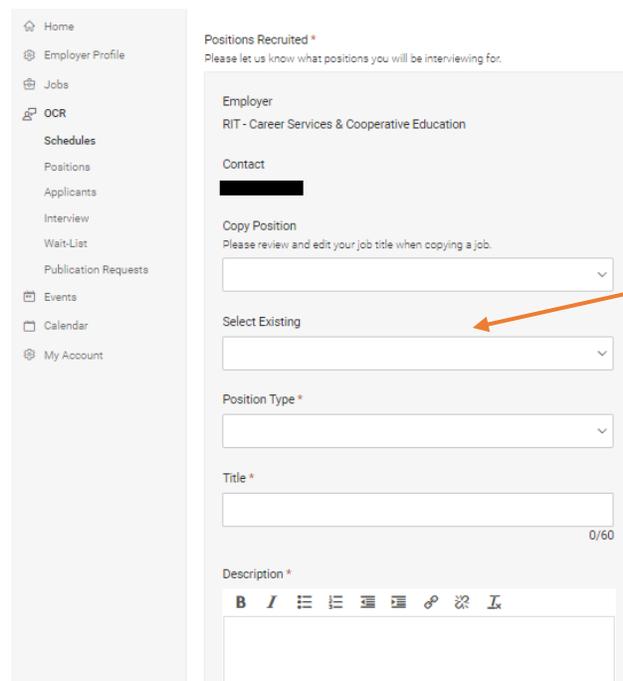
The last steps of the OCR schedule request require an employer contact to attach a position. Please see the **Attached Position** directions below.

## Attaching a Position

Before an employer contacts their agreement to the RIT policy disclaimer, they must attach a **job position** to the schedule request (*unless the schedule request is for a room reservation only*).



To post a job position, select the **[Add Item]** button located under the **Positions Recruited** required field. Additional fields will appear for the job position information.



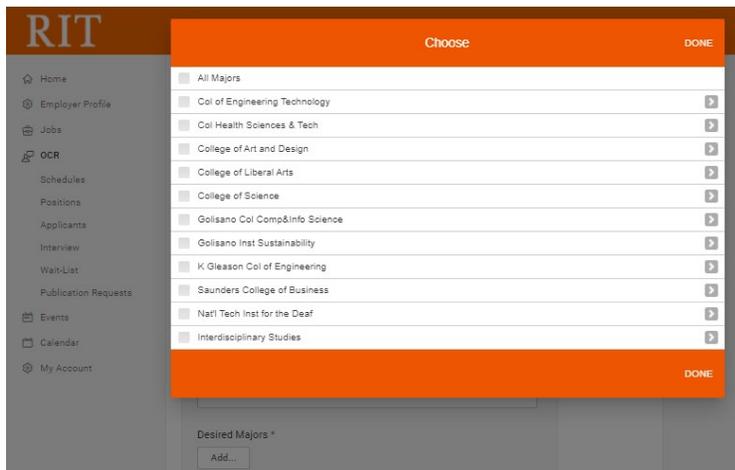
Contacts can use the **Select Existing** picklist if a position has already been created. This will bring over all the settings for the job and any students that have applied.

When using the “Select Existing” picklist, it is advised to read over all auto-populated fields to assure that the position is listed as you intend.

If you do not have a pre-existing job posting, employer contacts should complete all required fields.

### Required Fields:

- Use the picklist to choose a **Position Type**. Unlike the "Position Type(s)" required field attached to the OCR schedule above, a job **cannot** have more than one position type.
- Use the text box to add the **Position Title**.
- Add the **Description** of the job. Be as specific as possible. This field will allow employer contacts to bold or italicize wording and add links to websites to make the posting as visually appealing as possible.
- Select the **[Add]** button under **Desired Majors**. The picklist will give the option to select an entire college or specific major(s).



Employer contacts can choose specific majors by clicking the [>] box to the right of the college.

**Please note that all selected majors, job position postings, and OCR schedules, are reviewed by Career Coordinators and staff in the Office of Career Services and Cooperative Education.** We will reach out to the employer contact requesting the schedule to discuss your recruitment needs.

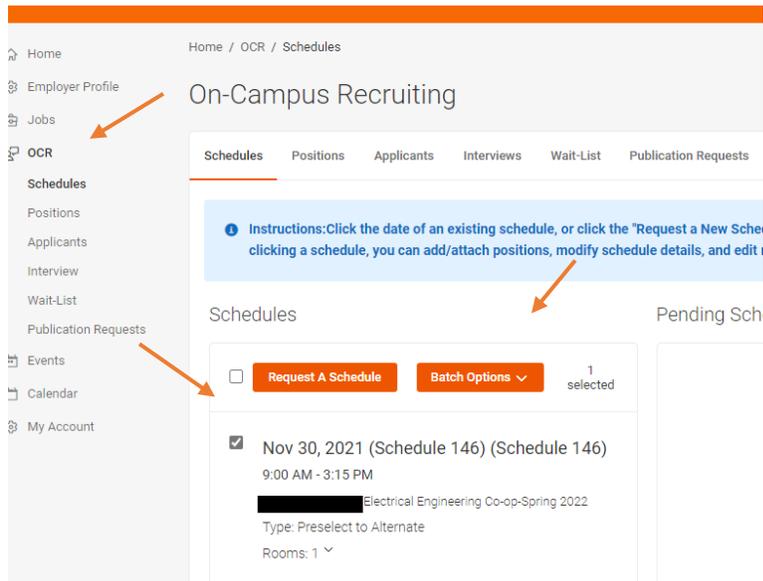
- Add your **Salary Range** in the text box. This can be an approximate amount.
- Type in the **Location** for the job position.
- **CPT/OPT Eligibility**. CPT/OPT are temporary authorizations offered to students on F-1 visas to work in their related field for a period of total 12 months. Employers are required to specify if their company hires CPT/OPT applicants.
- Agree to the **RIT Recruiting Policies**.

After initialing the RIT disclaimer, click **Submit** to complete the request. The schedule request will remain *pending* until approved by a manager.

## Creating an Interview Packet

OCR Interview Packets are publications of the OCR Schedule, including cover page, table of contents, interview schedule, and all the application materials of those who are scheduled for an interview. RIT Office of Career Services has our system settings set to **auto-generate** an Interview Packet after an OCR schedule has closed. **A copy of the Interview Packet will automatically be emailed to the contact listed on the schedule.**

Employer contacts may generate **OCR Interview Packets** by clicking **OCR > Schedules** and checking the box to the left of the chosen schedule(s). After doing so, the **Batch Options** button to the right of "Request a Schedule" will become highlighted. Clicking that button will drop down a **Generate Interview Packet** selection choice.



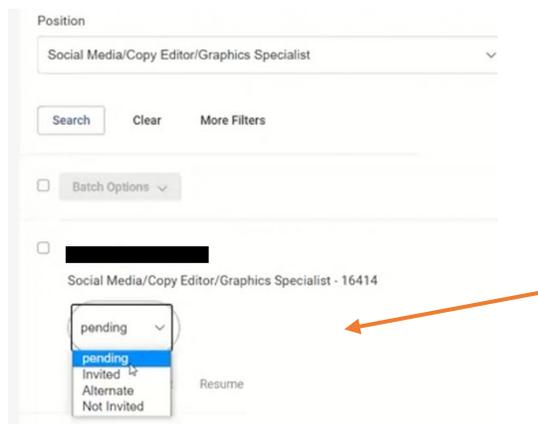
When publishing the packet, employer contacts will choose a publication name, whether to combine rooms into one packet (if more than 1 room was requested), the document to be included in the packet, select Table of Contents options, and the maximum number of pages for the book. Click **Submit Request** when done. Publications will be saved for 3 weeks.

## Select/Invite Applicants

During the Employer Select Start and Employer Select End dates, employer contacts may select the applicants they wish to interview. To do this, click **OCR > Applicants** and select the **appropriate position**.

Next, change the status of each student accordingly. Employer contacts may change the status of multiple students by clicking the box next to the students' names; select **Batch Options > Set Status**.

Additionally, a student's status can be changed individually by selecting from the drop-down picklist under the students' name.



Employers may invite students to interview by selecting **Invited** using the drop down list.

Additionally, if the schedule was set up as a Pre-select to Alternate schedule, students can be marked as **Alternate**.

All other students who an employer is not interested in interviewing should be marked as **Not Invited**.

## How are Students Notified?

After the employer contact preselects their students, a Career Connect/Symplicity **auto-generated email** is sent notifying students that they have been selected for an interview. The auto-generated message will be sent immediately after the student's status changes. The automated message reads as follows:

Hello [name],

We are writing to inform you that you have been invited to interview for the following position:

Position: [job\_title]  
Employer: [name]

If interested in this position, log into your Career Connect account to schedule an interview. This position will be open until [schedule close]. Please note that interview time slots are awarded on a first-come, first-serve basis.

A few reminders:

Professional dress is required for interviews.

We strongly encourage you to participate in at least one mock interview with your Career Advisor before you begin interviewing for positions.

Please call the Office of Career Services and Cooperative Education at 585-475-2301 if you have any questions.

Good luck on your interview!

Office of Career Services and Cooperative Education  
Rochester Institute of Technology

**RIT** | Office of Career Services and Cooperative Education

During the preselect signup start and end dates, students who are invited to interview may do so by logging into their Career Connect account, opening the requested interview, and either choosing **Decline Interview** or **Schedule Interview**. Choosing "Schedule Interview" will then show available interview time slots. Time slots are given to students on a first-come, first-served basis.

Please contact us at **585-475-2301** if you have any questions regarding your recruitment interview schedule.