Quick Guide to Requesting Interview Schedules in Career Connect

Interview Schedules

RIT Office of Career Services and Cooperative Education
Before you Begin

What is the Recruiting Session?

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

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

**None – Room Reservation Only** – The "None - Room Reservation Only" model allows employers to request to use a room on campus in the Bausch & Lomb Center.

**Preselect** - The preselect model allows employers to preselect (invite) only the students whom they would like to interview.

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**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
**Preselect to Alternate** - This combination model begins as a preselect schedule and also allows a time period for alternate invitees (second tier) to sign up on the schedule after the preselected invitees.

**Preselect to Open** - This combination model begins as a preselect schedule and, after a set number of days, allows an open signup period for all interested candidates.

**Preselect to Alternate to Open** - This combination model begins as a preselect schedule, provides time for alternate sign up, and ends in allowing all other interested candidates to sign up.

**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.
Let’s Get Started

Log into Career Connect, click **OCR > Schedules > Request a Schedule** (orange button in the middle of page)

Or use the **Quick Link** on the bottom of the home page
Complete the New Interview Schedule Request Form

The majority of the required fields are self-explanatory. Required fields are noted with a red asterisk (*):

- Recruiting Session
- OCR Model (as explained above)
- Preferred Date
- Virtual Interview Option
- Time Slot
- Number of Rooms
- Interview Length
- Allow Multiple Student Interviews
- Position Type
Attach a Position

Selecting the "Add Item" button under Positions Recruited will open additional fields.

Employers have the option to **copy** a previously listed position or select an **existing position** (if one has already been created and submitted to Career Connect). If choosing either of these options, it is advised to read over all auto-populated fields to assure that the position is listed as you intend.
Attach a Position
Complete the required fields below:

• Position Type
• Position Title
• Description
• Select the [Add] button under Desired Majors. Employer contacts can choose and entire college or specific majors within by clicking the [>] box to the right of the college.
• Salary Range (this can be an approximate amount)
• Location
• CPT/OPT Eligibility
• Agree to the RIT Recruiting Policies
• Click Submit
Questions?

Contact your Career Services contact or email us at careerservices@rit.edu