

Quick Guide to
Requesting
Interview
Schedules in
Career Connect

Interview Schedules

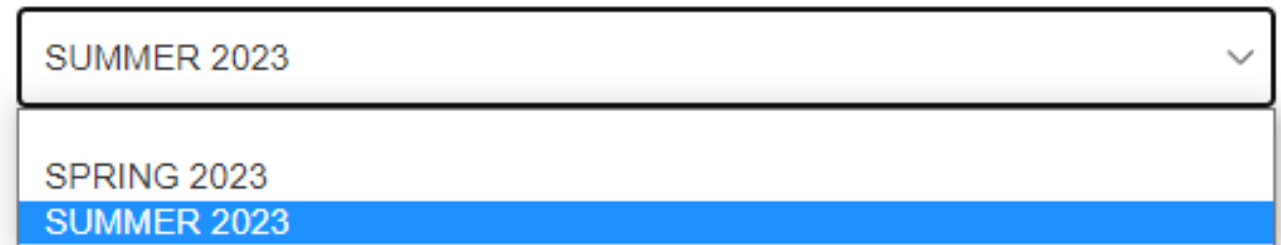
Before you Begin

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.

Recruiting Session *

Please select which session this request is for



SUMMER 2023
SPRING 2023
SUMMER 2023

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.

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

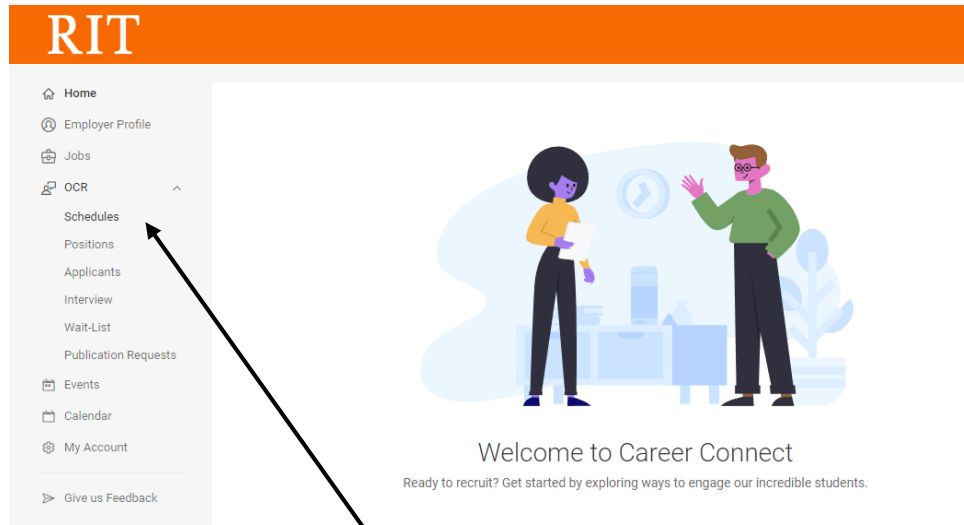
Preselect to Alternate - This combination model begins as a preselect schedule and also allows a time period for alternate invitees (second tier) to sign up on the schedule *after* the preselected invitees.

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.

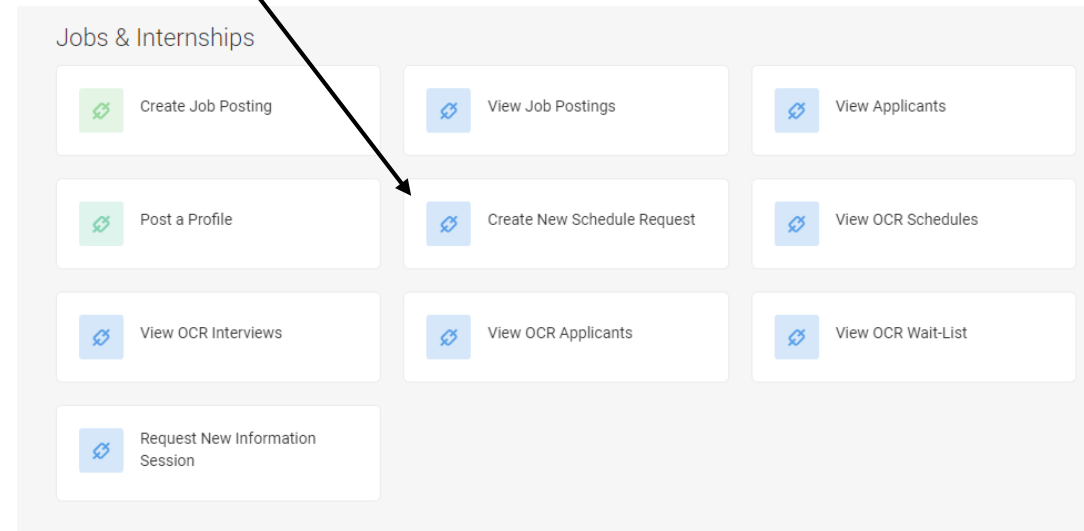
Open - The open model is used for an open interview schedule. Dates are set so that eligible students may apply for a position and sign up for an interview simultaneously.

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

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

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.

Positions Recruited *

Please let us know what positions you will be interviewing for.

Add Item

Positions Recruited *

Please let us know what positions you will be interviewing for.

Employer

RIT - Career Services & Cooperative Education

Contact

Cara Dugan

Copy Position

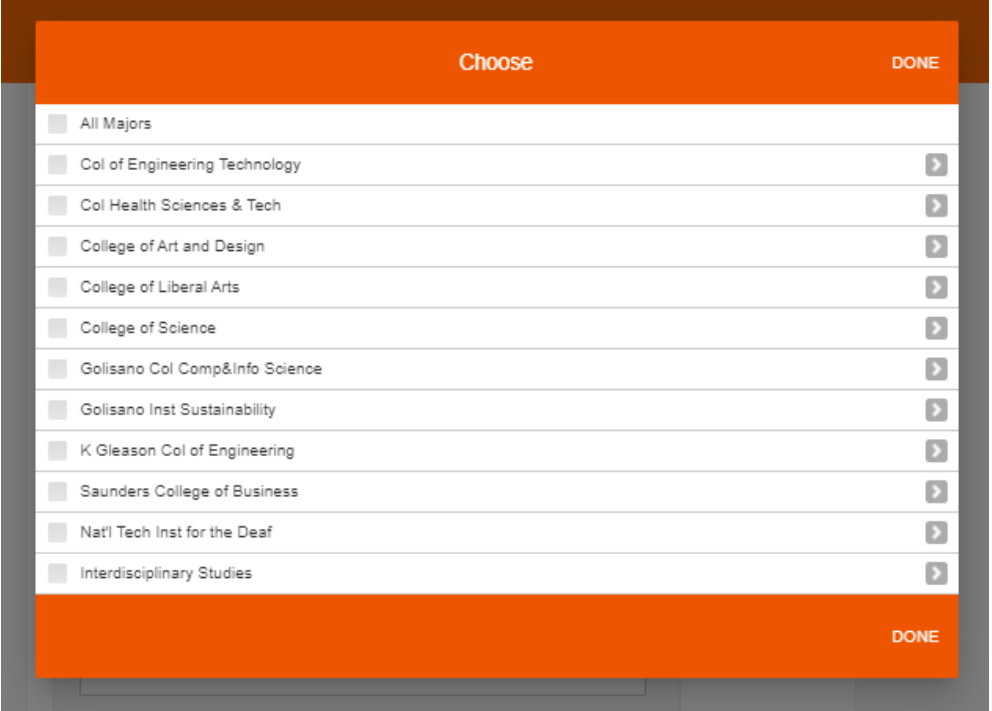
Please review and edit your job title when copying a job.

Select Existing

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



The screenshot shows a modal window titled "Choose" with a "DONE" button in the top right corner. The modal contains a list of colleges and majors, each with a selection arrow (a small box with a right-pointing chevron) to its right. The list includes:

- ☐ All Majors
- ☐ Col of Engineering Technology
- ☐ Col Health Sciences & Tech
- ☐ College of Art and Design
- ☐ College of Liberal Arts
- ☐ College of Science
- ☐ Golisano Col Comp&Info Science
- ☐ Golisano Inst Sustainability
- ☐ K Gleason Col of Engineering
- ☐ Saunders College of Business
- ☐ Nat'l Tech Inst for the Deaf
- ☐ Interdisciplinary Studies

At the bottom of the modal, there is another "DONE" button.

Questions?

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