

Employer Directions for OCR Schedules

Hello!

The following document was created for all UTK Recruiters to assist you with the recruiting process at the University of Tennessee Knoxville. I hope you will find this document useful as you build your interview schedule!

The OCR (on-campus recruiting) experience at UTK is a simple 4 step process. Please follow these guidelines to help your OCR schedule flow seamlessly. It is important that these steps are followed in order so that your recruiting process runs smoothly.

1. **Request your Interview date** through the HiRE-A-VOL system and **attach your job posting** to your interview schedule.
2. Check into the HiRE-A-VOL system periodically to **review resumes** submitted by your applicants. Also make note of **important deadlines** associated with your schedule.
3. Check into the HiRE-A-VOL system during your **designated Employer pre-select period** in order to choose which candidates you would like to Invite to interview.
4. **You're done!** Please allow our office to contact your candidates and sign them up on your interview schedule!

Here are detailed instructions for each of the steps above:

1. A. **Request your Interview date** through the HiRE-A-VOL system...

Start from our Employer website: <https://utk-csm.symlicity.com/employers/>

To interview students on campus start by clicking on **Create New Schedule Request**. The next screen will ask you questions about when you would like to come on campus. This form will also include questions regarding your job posting (see 1.B. below).

Important note- Only available recruiting dates are listed in our system. If the date is not listed, it is either already completely booked, or reserved for a special recruiting event. Contact our office at 865-974-5435 if you have questions.

1. B. ... and **attach your job posting** to your interview schedule.

The second part of your Schedule Request allows you to post your job description to your schedule. After filling out your date request you can fill out details for a new position, or copy an older position which is archived within your account.

Important note- If you are unsure about the details of your job posting at this time, you may choose to reserve your interview schedule as a Room Reservation Only (this option is listed under OCR Model). This does not require a job posting. At a later date you may contact us to

post your job description and change your schedule to a Preselect OCR model. It will be up to you to remember to post your job, however, as the system will not send out reminders to do so.

Quick Tips- Please think of HiRE-A-VOL job posting designations as limiting rather than inclusive. For instance, if you choose only “Bachelors” from the list of degree levels, **ONLY** students pursuing a Bachelors degree can apply to your schedule. This does NOT include Masters or Doctoral candidates who have Bachelors degrees as well, but have marked themselves in our system as a Masters or Doctoral candidate. In the same vein, we highly encourage that you select both “Alumnus” and “Current Students” under Class Level so as not to limit your candidate pool. Set a graduation end date if you need someone to fill the position by a certain date, but do not set a graduation start date, so that alumni may also apply. We recommend you are as inclusive as possible when setting your job posting parameters so that you do not severely limit your candidate pool. You may always choose not to invite a candidate to interview who does not have attractive qualifications. Severe restrictions may prevent a candidate with excellent qualifications from applying however.

3. Check into the HiRE-A-VOL system periodically to **review resumes** submitted by your applicants. Also make note of **important deadlines** associated with your schedule.

You may log in to the system to review resumes at any time. To do so, please click on your homepage Quick Link to **View Interview Applicants**.

You may also **review important deadlines** for your schedule. To do so please click on your homepage Quick Link to **View Interview Schedules** and open each schedule that you wish to review. Your important deadlines are listed on the right hand side of the screen under the title **OCR Dates**. It is very important that you are familiar with your Resume Submission Deadline, Employer Select Start and End, and Pre-select Sign Up Start dates. You may contact our office to adjust these automatically generated dates if another time frame better suits your needs.

Resume Submission Deadline- Students can submit resumes up to this date. After this date the student must be added to your candidate list by the Career Services office. If you would like to add candidates to your invitation list after the resume deadline has passed, **we prefer that you contact our office (not the student) via email with a list of candidates to add. Please include the students’ names, email addresses, and positions applied for:** email to Sandra Lyke slyke@utk.edu

Employer Select Start- this is the first day that you will be able to select which candidates you would like to interview. This date begins after the resume submission deadline, insuring that you have your complete pool of candidates to consider. For directions on the pre-selection process, see # 4.

Employer Select End- this is the last day you will have access to the pre-select feature, allowing you to make last second changes before students are informed of their status.

Pre-select Sign Up Start- Students will begin signing up for interviews on this date. Students will not have access to interview sign up prior to this date. They will have until the schedule closes to sign up for their interviews. Career Services organizes the sign up process by contacting the students directly when their pre-select sign up becomes available.

Important note- We cannot stress how important it is to become familiar with your deadline dates so that you do not accidentally misinform students of important deadlines.

4. Check into the HiRE-A-VOL system during your **designated Employer Pre-Select period** in order to choose which candidates you would like to Invite to interview.

Because you have previously reviewed your deadline dates, you will know when you can log in to the system to begin selecting which candidates you want to interview. Our office will also send you a reminder email. To select your candidates, click on your homepage Quick Link to **View Interview Applicants**. During your pre-select time frame you will see a box at the end of each applicant's file from which you can choose to designate a candidate as Invited, Alternate, or Not Invited. The option to select Alternates is only available if you requested a Preselect-Alternate schedule when you initially set up your schedule (in step #1).

Please make a decision for EVERY candidate so that no candidate is left with a status of "pending". It is important that you mark students as Not Invited if you do not wish to interview them. Your decisions will be automatically saved by the system, with no need to click on a "save" button. You may also change your decision throughout your pre-select period if a mistake is made. Students are NOT immediately emailed and informed of their status by the system.

Please do not contact your candidates and invite them to sign up for interviews until the students' Preselect Sign Up Start date has arrived. Students CANNOT sign up for an interview time immediately after you designate them as Invited Candidates. Interview sign ups are only available after the Preselect Sign Up Start date (which comes after your Employer Select period has ended). You do not need to contact your candidates at all! Career Services will contact students on a daily basis via email and phone throughout their interview sign up time frame in order to urge students to sign up for an interview time. If you have made your pre-selections early and would like to open your schedule to students for early interview sign up, please contact our office.

5. **You're done!** Please allow our office to contact your candidates and sign them up on your interview schedule!

Once you have made your pre-selections you do not need to do anything else. Career Services will contact your candidates **when their interview sign ups become available** and will direct your candidates in how to properly schedule an interview time with you. Please do contact your candidates if you have any important information to share with them, such as special

interviewing requirements (an application through your company website, transcripts required at interview, etc.), special events you are hosting, or other information. Please make certain if you contact students to sign up for interviews or apply for your positions that **you are familiar with your schedule deadlines and clearly communicate to students when they can apply and when they can sign up for interviews.**

Our system is pretty flexible and we are always interested in making the recruiting process easy for you. Please let us know if we can make any adjustments to your schedule or job posting in order to better suit your needs. Please be aware that the closer your schedule comes to your closing date, the harder it is to make adjustments to your schedule. Adjustments are particularly difficult once Preselect Sign Up has started. If you would like to change the length of your interviews, the number of interview rooms, the number of candidates you would like to invite, or any other changes, these are best made earlier rather than later in your scheduling process. We will certainly try our best to customize your schedule to your needs.

If you have any questions about the recruiting process, or would like to make adjustments to your interview schedule, please contact Sandra Lyke or Mary Mahoney.

slyke@utk.edu
mmahoney@utk.edu

865-974-5435

Thanks!