

How to use the jobs menu

to search for On-Campus Recruiting jobs & non-OCR job postings.

Definition of Terms:

- 1. On-Campus Recruiting** or OCR jobs are those being interviewed for on campus in Career Services. They will either be **Pre-Select** (when the employer pre-screens resumes and makes invitations to interview) or **Open** (the employer does NOT pre-screen. Qualified candidates can sign up for interviews without an invitation).
- 2. NON-OCR Job Postings** are those jobs that will not be interviewed for on Auburn's campus. Employers will contact you to set up the next step, whether it's a phone interview or they want you to come to their office for an interview.

- ▶ **Login** to your **Tiger Recruiting Link (TRL)** account here <https://auburn-csm.symphlicity.com/students>
- ▶ Click on the **Jobs** menu and select Auburn: Jobs/Interviews to see OCR jobs and Non-OCR jobs posted directly to Auburn's site.

1. Jobs tab: You can determine which job postings you will see by using the screening criteria on this page. *We recommend* that you click on the **“show list with status”** link on the right side of your screen under the Campus Interviews legend. Doing so will add a **Status** column to the job posting table so you can easily see which jobs you qualify for, which jobs you've already applied to, etc.

- A. “Show Me” Drop Down Menu:** allows you to choose the type of jobs you'll see. Your choices are:
- 1. All Jobs & Interviews** – to see both NON On-Campus Recruiting jobs & On-Campus Recruiting (OCR) jobs.
 - 2. All Interviews (OCR only)** – to see all Pre-select jobs for interviewing.
 - 2. All Job Listings (Non-OCR)** – to see only the NON-OCR jobs posted in the system.
 - 4. Interviews I Qualify For** – to only see those OCR jobs you meet the requirements for. You can also access this choice from the Quick Links.

We recommend that you don't use too many search criteria when looking for OCR jobs because you may filter out jobs or employers you could be interested in. Though the system won't let you apply to jobs you don't qualify for, you might want to obtain an employer's contact information to request additional information about other possible openings.

- B. Hit Search** button when finished. Your search results will appear on this same page.
- C. The Job Posting Table** contains the following information and sorting options:
- 1. Job Title:** Click on the name of the job to see job details and to **apply/submit** your resume to interview for this position. If you're not able to apply, be sure to check the **Application Status** box for the reason and the **Important Dates** box for all dates and deadlines associated with this job.
 - 2. Employer:** Click on the employer name to see **all jobs posted** by that employer. You will also see **Company Overview** and **Company Culture** information if it was provided by that employer.
 - 3. Location:** The location the employer selected as relevant to that particular job.
 - 4. Position Type:** Full time or Internship
 - 5. Posted:** Date job was posted
 - 6. Deadline:** Your deadline to apply to each job.
 - 7. Status:** Shows whether you qualify for this job and whether you've already applied for it. (If you don't see this column, click on the “show list with status” link just below the Campus Interview legend box.
 - 8. Type:** Shows you if the job is a **(P)**Pre-Select or **(O)**Open (both=OCR), **(CF)**Career Fair, or **(J)**Job Listing (=Non-OCR) job.

Note: You can **sort jobs** by clicking on the column titles. Also, to better keep track of the jobs you're interested in, you can click on the **Favorites** button on the far right and that job will be copied to the Favorites page. This will keep you from having to go through the entire list more than once.

2. Advanced Search tab: You can create your own search options by choosing any or all of the provided search criteria. You can save them to create your personal Search Agents.

- A. Search Agents:** You can save your search options to create a Search Agent that can be used again and again. Click the blank box in the Search Agents section to turn on the **Save As** option (A “√” will appear in the box) and choose a name for your Search Agent.
- B. Show Me:** This is the same drop down menu found on the Job Postings page. Choose which jobs/interviews you want to search for.
- C. Posting Date:** (Last # of days) lets you view the most recent postings. For instance, if you enter a “3” it will search for jobs posted within the last 3 days.
- D. Keywords:** Includes any word that may be found in the job description, job requirements or qualifications, employer name, etc.
- E. Majors/Concentrations:** Search specifically by major.
- F. Ignore All Majors:** You can choose to take major completely out of the screening criteria.
- G. Position Type:** Full Time or Internship. (You can choose both by using the “Ctrl” key.)
- H. Location:** Choose your general work location preference.
- I. Work Authorization:** You can search by the type of Visa you have.

After you've selected your search criteria, click on the **Submit** button at the bottom. You'll be taken to the **Search Results** page.

3. Search Agents: Click on the Search Agents tab to see a list of all of your Search Agents.

- A. Label:** Click on the Label name to set your Search Agent to run on a regular schedule.
 - 1. Schedule Search:** Choose the “yes” radio button under **Enabled**. When you do the screen will refresh and you'll be able to set when and how often your search is run.
 - 2. Set Period:** Click the drop down menu under Period to choose day, week, or month.
 - 3. Set Frequency:** Under Multiple you'll enter a number to determine how often your search is run, ex: 2 times a month, 1 time a week, etc.
 - 4. Submit:** Click Submit to save the search schedule. When you do, you'll be taken back to the Search Agent page where you'll be able to see the schedule(s) of your search agent(s).
- B. Agent Type:** Who created your search agent.
- C. Last Run On:** When the search was last run.
- D. Next Scheduled Run:** When the search will run again.
- E. Schedule:** How often did you schedule the search to be run.
- F. Options:** You can **Edit, Run, or Delete** your search agent here.

When the scheduled search agent runs, you'll be emailed the results.

4. Applications: This is where you'll see a list of the **NON-OCR job postings** you've applied/ submitted resumes to. The OCR job/interview applications are stored in the Interviews menu under the Interview Requests tab.

If you have any questions, contact:

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