

How To Sign Up for On-Campus Interviews

Go to the **TRL (Tiger Recruiting Link) login page** at <https://auburn-csm.symplicity.com/students>
Login using your Username (= your email) and your Password. *(If you've forgotten your password, click on the Forgot Password tab to have it reset and emailed to you.)*

1. View & Apply For OCR Pre-Select Jobs:

A. Click on the **Jobs menu** and select Auburn: Jobs/Interviews. In the Show Me drop down box, choose:

- a. All Jobs & Interviews** – to see all NON OCR jobs AND all OCR jobs.
- b. All Interviews (OCR only)** – to see all pre-select jobs for interviewing. **Recommended*
- c. All Job Listings (Non-OCR)** – to see all the NON-OCR jobs posted in the system.
- d. 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.

B. Click on the **Job Title** to go to the **Position Information** page. This is where you can apply/submit your resume if you choose to.

C. **Apply** for the job in the **Application Status** box to the right.

- a. Resume:** choose the resume you want to submit to this job.
- b. Cover Notes:** Send a short message to the employer if you choose. **Not required*
- c. Check Spelling:** Check the spelling of your Cover Note if applicable.
- d. Submit:** Be sure to click on the Submit button to apply.
- e. Your Application has been submitted:** you should see this message in the Application Box after you've successfully submitted your resume.
- f. Return:** Hit the Return button to go back to the list of jobs/to apply to another job

*****(All jobs you've submitted your resume to are listed on the **Interviews** page under the **Interview Requests** tab. This is also where you can **withdraw** your resume if you change your mind and where you can **sign up** for an interview if you get invited.)***

D. The **Important Dates** box on the right, below the Application Status box, will give you all the dates and deadlines associated with this job/schedule. You may want to put on your calendar when the interview sign ups begin.

2. After You Have Been Invited to Interview:

A. Click on the **Interviews menu**, then click on the **Interview Requests tab** to see all the jobs/interviews you've applied for. **(Note: the **Status** will say "**pending**" until the student sign up period begins - even after the employer has made their decisions.)*

B. Once the Student Sign Up Period has begun, the **Status** will change to "**invited,**" "**alternate,**" or "**not invited.**" (if invited students don't fill the schedule, alternates will get a chance to sign up. Check the Important Dates box or the Recruiting Calendar for alternate sign up dates.)

C. Click on the **Schedule Interview** button to schedule your interview for this position.

D. Available Dates: An employer may be interviewing for the same position on multiple days. If the system shows you more than one date, then you can choose the date you prefer.

E. Available Interviews: Select the time you would like to interview for this position.

Remember, don't schedule interviews too closely together. We recommend setting them at least thirty minutes apart just in case someone is running late.

F. Click on Submit and you'll automatically be taken to the **Scheduled Interviews tab** where your interview is now listed. This is also where you can **Reschedule** or **Cancel** your interview.

NOTE: You can choose to **DECLINE YOUR INTERVIEW** invitation. *If you know you aren't interested in the interview, please decline it so the employer won't wonder if you just haven't signed up yet.*

3. To See All Your Scheduled Interviews:

A. Go to the **Interviews menu** and click on the **Scheduled Interviews tab**.

a. Interview Date: click here to view the Interview Details and Position Information page.

b. Position: click on the name of the job for the job description/details.

c. Employer: click on the name of the employer to see all the available positions posted by that employer.

B. On the **Scheduled Interviews** page, you can **Reschedule** or **Cancel** or interview by using the appropriate buttons on the far right of the screen.

a. to **Reschedule**, choose a new interview time and hit the **Submit** button at the bottom.

4. To Sign Up For Open Schedules:

An Open Schedule is one where the employer doesn't want to pre-screen applicants. Those who meet the qualifications set by the employer will be able to automatically sign up on the schedule on a first-come/first-serve basis. Most employers do not choose this type of schedule.

A. Click on **Campus Interviews I Qualify For** under **Quick Links** on the TRL Home page.

This will take you to the Jobs menu where ALL jobs you qualify for will be listed, including On-Campus Recruiting jobs – both Pre-Select and Open, as well as NON-OCR jobs. The Open jobs will have a green “O” under Type in the far right column.

B. Click on the job **Title** for the desired employer.

C. **Select the resume** you want to attach to this schedule in the gray box to the right.

D. **Choose the time** you'd like to interview and click **Submit**.

If you have any questions, contact:

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