



MIAMI CAREERlink

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EMPLOYER GUIDE

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INSTRUCTIONS FOR ON-CAMPUS RECRUITING (OCR)

◆ **Requesting an on-campus recruiting (OCR) interview schedule:**

Miami University's on-campus recruiting program is deadline-driven. In order for you to successfully participate in the program, you must be careful to meet all deadlines.

1. Click on **On-Campus Recruiting (OCR)** on the top navigation bar
2. On Schedules tab, scroll down to click **Request a Schedule**
3. Enter data
4. Click **Submit**
5. Once your visit has been confirmed, you should immediately post/attach your on-campus recruiting OCR job(s) to your scheduled visit.

◆ **Attaching on-campus recruiting (OCR) position(s) to your schedule:**

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Find the scheduled date and click **Attach Position**
3. Click **Copy/Create a New Position**
4. Enter job title by copying a position or entering a new position title
5. If copying, remove "copy" from the position title
6. Fill in all required fields including any requirements you have
7. Enter any special application instructions at the beginning of the job description
8. Click **Save and Finish**
9. If attaching more than one position to a schedule, Click **Save and Attach Another**
10. When multiple schedules need positions, click **View Another Schedule** on left

◆ **Editing on-campus recruiting (OCR) positions:**

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click on **positions**
3. Click on **Job Title** to make changes
4. Click **Submit**

◆ **Viewing on-campus recruiting (OCR) applicants and making selections:**

I. Requesting resume packets to review applicants

1. You will receive a system email alerting you that selections are due
2. Click **On-Campus Recruiting (OCR)** on top navigation bar
3. Choose **Applicants** tab
4. Filter for position and click **Apply Search**
5. Click the **plus (+)** sign so all students names have check marks
6. Click **Generate Book**
7. Enter a **Name** for the publication
8. Click **Submit**
9. You will receive an email when the packet is ready to download.
10. Click **Done**.

II. Downloading resume packets

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click **Publications Request** tab
3. Click **PDF icon** in View/Download column
4. Print resumes and/or save file to computer
5. Packet remains in Publications Request tab for one week from requested date

III. Making selections to an on-campus recruiting (OCR) schedule

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click **Applicants** tab
3. Filter by position and click **Apply Search**
 - Click on the individual student's name (see brief summary of student's information)
 - Choose **Invited, Alternate** or **Not Invited** from the drop menu per student
 - or-
 - Checkmark box(es) next to student names
 - In **Batch Options**, click the drop arrow in the box **Change Status To**
 - Choose **Invited, Alternate** or **Not Invited**
 - Be sure to clear checkmarks by clicking (-) sign before making next selection

◆ Adding students who have not applied:

*** **Please note:** This feature is available to employers only through the "Employer Select End Date" and the student(s) must be registered with Miami CAREERlink

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click the **Date** of the position you want to add a student
4. Scroll down page to view applicants
5. Click **Add New**
6. Enter student name in **Keyword**
7. Click **Go**
8. Select the **Student Name** from pull down
9. Choose **Position** from pull down
10. Choose **Status**
11. Click **Submit**

◆ Viewing schedules once students sign up:

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click **Interview Date** under the Date column
4. Click **View Interview Schedule** in the task bar
5. Students names/times appear in columns with a room number (TBD) at top
6. Final room numbers are assigned the morning you arrive and will not be shown on Miami CAREERlink

INSTRUCTIONS FOR NON-OCR JOB POSTINGS

◆ Posting jobs and internships for Miami students or alumni:

WARNING* Do NOT use this for on-campus recruiting (OCR) positions**

1. Click **Jobs** on the top navigation bar
2. Click on the **ADD NEW** button
3. Enter your job and/or internship position
4. Required fields are marked with a red asterisk (*)
5. Click **Submit**

◆ Viewing applicants for non OCR jobs during drop period:

1. Click **Jobs** on the top navigation bar
2. Click **Candidate Resumes (non OCR)** tab
3. Click **Resume icon** in Documents column to view resume

◆ **Editing positions for non OCR jobs:**

1. Click **Jobs** on the top navigation bar
2. Click on **Job Title** to make changes
3. Click **Submit**

◆ **Posting jobs and internships to multiple schools including Miami University:**

When you post your jobs/internships on Miami CAREERlink, for a nominal fee, you can also post those opportunities to any or all of 600+schools across the nation.

1. Click **Jobs** on the top navigation bar
2. Select **Multi-School Postings (Paid)**
3. Click on the **Add New** button
4. Enter your job and/or internship position
5. Required fields are marked with a red asterisk (*)
6. Click **Submit**
7. You will then select the schools where you want your position posted. A pricing schedule will appear on the right, along with the cost of posting your position.
8. If you agree to the charge, click **Submit**. If you disagree click **Delete**.

INSTRUCTIONS FOR ADDITIONAL FEATURES

◆ **Changing your password:**

1. Click **Account** on the top navigation bar
2. Select the "**Change Password**" tab
3. Enter new password, then re-enter to confirm
4. Click **Change**

◆ **Creating your organization's profile:**

Your Miami CAREERlink account gives your organization the opportunity to establish itself as an employer of choice in a quick, easy format, available to all registered Miami students and alumni.

1. Click on **Profile** on the top navigation bar
2. You'll see three areas to complete: 1) who we are, 2) key statistics, and 3) company culture. You may enter information in any or all of the fields. Only areas you complete will be viewed by students and alumni. Additionally, you can upload your organization's logo, which will then appear on your profile and all jobs you may post.

◆ **Viewing resume books:**

1. Click **Resume Books** on top navigation bar
2. Click **All Students** or **Alumni Seeking Employment**
3. Click **Advanced Resume Search** Tab
4. Narrow search by criteria (graduation date, major, etc.)
5. Click **Submit**

Functions available with resume book search results:

1. Click **Resume icon** to view resumes
2. Checkmark selected candidate's name(s) to
 - a. Send email to checked candidates
 - b. Save results as Excel file
 - c. Generate a resume book as a PDF file

◆ **Posting your information session or presentation:**

1. Click **Events** in top navigation bar
2. Click Information Sessions
3. Click **Add New**
4. Enter data
5. Click **Submit**

◆ **Using your Miami CAREERlink home page:**

Your Miami CAREERlink home page includes **Quick Links** to most of the fields discussed. There is also an **Alerts** field that will reflect services that need your immediate attention. For example, if you have requested a publication, you have resumes submitted for a job, or you have an on-campus recruiting deadline. It is important that you regularly check and respond to all of your **Alerts**.