

# On-Campus Recruiting System

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## Introduction to OCR

The McCombs On-Campus Recruiting system, more commonly known as OCR, allows you to upload documents (resumes & cover letters) and apply for posted summer internships opportunities and full-time positions. Interviews can also be scheduled within OCR.

This guide will assist you in creating a profile and uploading your resume to OCR. It also provides useful tips for performing job searches, managing your interview requests, and maintaining your calendar of recruiting events.

## A few important things to remember:

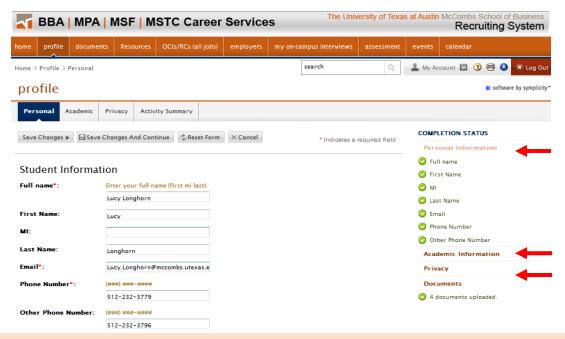
- A "Resume Collection" or "RC" is when a company is collecting resumes but **not** planning an on-campus interview date. These companies will manage their own interview schedules.
- An "On-Campus Interview" or "OCI" interview means the company is collecting resumes in preparation for an on-campus interview date.
- The OCR help files can be useful. If you have a question, try clicking the Help option (on the right side of the screen, beneath the section tabs in OCR).

# Creating Your Account

## How do I access OCR and set up my account?

- 1. Go to https://msb-utexas-csm.symplicity.com/sso/students/login.
- 2. Log in using your UTEID and password.
- Once in OCR, create your profile by agreeing to follow the McCombs Career Services Code
  of Ethics and entering your personal, academic and privacy information. Be sure you have
  entered your e-mail address correctly. This is how you will receive notifications about
  upcoming interview invitations.
- 4. You have now entered OCR. Please note that if you have not entered information correctly (work authorization, graduation date, etc.) you may not appear to qualify for jobs that you actually do qualify for. You should check to see if you have agreed to accept e-mails.
- 5. There are a few more fields that you will need to complete. Click the *Profile* button at the top. Click on the *Academic Information* tab and complete the fields that have not been completed, especially the ones with a red star.
- 6. Check that you have completed every section in the *Personal Information* tab.
- 7. Click Save Changes.

# Creating Your Account (Cont'd.)



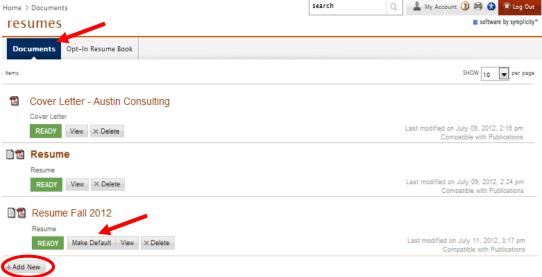
## How do I change my profile information?

- 1. Click the *Profile button* at the top.
- 2. From there you can change your Personal Information, Academic Information and Privacy Information.
- 3. Remember to update your profile if anything ever changes.

# Uploading Resumes & Cover Letters

#### How do I save resumes and cover letters in OCR?

- 1. Click on the Documents button.
- 2. Click Add New.
- 3. Give your document a name that will indicate its purpose (i.e. Finance Resume, Consulting Resume, Austin Consulting Cover Letter) and then specify whether it is a resume or cover letter.
- 4. Click on the Browse button and navigate to your file. Select the file and click Submit.

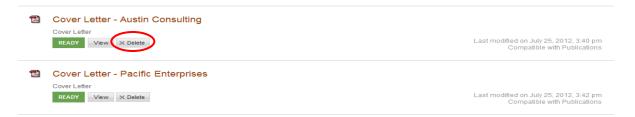


5. The title of your default resume will be in bold letters. To make a different resume your default resume, click the *Make Default* button in the row of the chosen resume. Your default resume will be the resume pulled for resume books.

# Editing Resumes & Cover Letters

## How do I remove or edit a resume or cover letter?

- 1. To remove a document, click the *Delete* button in the **Options** column of the document that you want to remove.
- 2. You cannot edit your document in the system. Should you ever want to modify a resume or cover letter, you will need to delete the old document and upload a new one. Uploading a new default resume or cover letter does not automatically update documents attached to previous submissions.



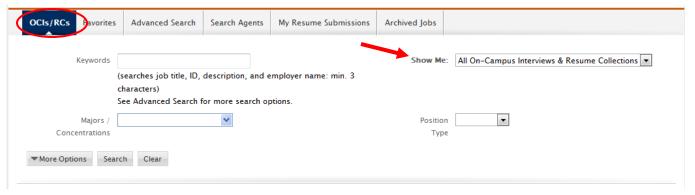
# Searching for Internships & Jobs

## I am interested in applying for positions. How do I find available positions?

- Click on the OCIs/RCs (all jobs) button. BBA positions will be named with either FT or I. (FT = Full Time, I = Internship)
- 2. Use the box at the top right to search for jobs meeting specific criteria in the *Show Me* drop down menu:
  - All On-Campus Interviews & Resume Collections shows all jobs.
  - All On-Campus Interviews
  - All Resume Collections
  - On-Campus Interviews I Qualify for
  - Resume Collections I Qualify for

## **OCR Terminology**

OCI: On-Campus Interview
RC: Resume Collection
OCR: On-Campus Recruiting
(includes OCI and RC)



- 3. You can also sort jobs by major, position type, function, industry or keyword.
- 4. Once you have selected your criteria, click Search.

# OCR Tips

- Update your OCR profile information every semester. Your information does not automatically update when you declare or change your major.
- It is recommended to select "Yes" to enable text message alerts and be included in resume books.
- Update your resume continuously. Recruiters review OCR resume books periodically. Your information should be accurate, because you never know could review your profile and resume.

# Applying for Positions

## How do I apply for positions?

- 1. Click on the title of the position.
- 2. Look for Notes under the Interview Date(s) section on the right. Follow any special instructions (e.g. "apply on company website" or "list GPA on resume").
- 3. Click on the *Apply* button and additional application information will appear. Under the **Application Status** on the right side of the page, click the drop-down arrow to select the resume that you would like to submit. If a cover letter is requested, select the appropriate cover letter as well. Then, click *Submit*.

## BBAI-Accenture Management Consulting Internship



- 4. If you would like to withdraw your application for an On-Campus Interview (OCI), go to the *My On-Campus Interviews* button and select the *Interview Requests* tab. Click *Withdraw Application*.
- 5. If you are withdrawing your application from a Resume Collection (RC), go to the OCIs/RCs(all jobs) button, click on the My Resume Submissions tab and click Withdraw Application.

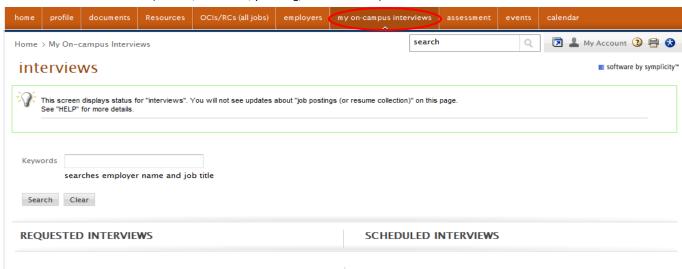
## How do I view positions for which I have applied?

- 1. To view the On-Campus Interviews (OCIs) for which you have applied, click the *My On-Campus Interviews* button at the top and select *Interview Requests*.
- 2. To view Resume Collections (RCs) for which you have applied, click on the OCIs/RCs(all jobs) button then the My Resume Submissions tab.
- 3. To view all of your OCR activities, (including interview and resume collection applications), go to the *Profile* section and choose *Activity Summary*.

## **Interviews**

### How do I see my interview status?

- . Click the My On-Campus Interviews button at the top.
- 2. You will see a list of all the interviews you have applied for and their status. Please note that this list will not show applications for resume collections.
- Your interview status (invited, alternate, pending, or not invited) is indicated in the Status column.



# **Scheduling Interviews**

### I received an invitation to interview for a position. How do I schedule the interview?

- 1. All interview signups begin at midnight on the sign-up date.
- 2. Click on the My On-Campus Interviews button and click on the Interview Requests tab.
- 3. Click on Schedule Interview button in the Options column.
- 4. Select an available date and time and click Submit.
- 5. Your interview will now appear in the *Scheduled Interviews* tab.
- 6. If you are an **alternate**, you can sign up for an interview during the alternate sign up period. If there are interviews available, the *Schedule Interview* button will appear under the *Interview Requests* tab. If no interview slots are available, do not give up. Keep checking the *Interview Requests* tab another candidate may cancel his or her interview, opening a slot for you.

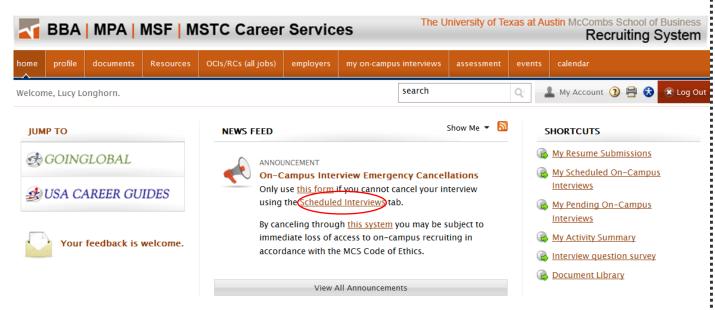
**Note:** Sign-up dates are listed in the job posting. Interview slots are filled on a first-come first-served basis. Make a note and plan ahead.

#### How do I decline an interview?

- 1. Click on the My On-Campus Interviews button and click on the Interview Requests tab.
- 2. If you cannot or do not wish to attend the interview, click on the *Decline Interview* button. Note: This is irreversible. You will not be able to change your reply.

#### How do I cancel an interview?

- 1. You will be able to cancel an interview through OCR until the interview sign up end date has passed. To cancel an interview, click on the *Cancel Interview* button. After the end date, you will no longer be able to cancel through OCR.
- 2. **Missing an interview or having a late cancellation** (defined as canceling an interview after you can no longer cancel in the OCR system) **are considered serious offenses and will result in immediate and permanent loss of access to on-campus recruiting.** In addition, you may be referred to the Dean of Students for violating the MCS Code of Ethics.
- 3. Go to <a href="https://acsprod.mccombs.utexas.edu/MOR/ocr/cancel.aspx">https://acsprod.mccombs.utexas.edu/MOR/ocr/cancel.aspx</a> for more information regarding *On-Campus Interview Cancellations*.
- 4. Read through the text to make sure that you understand the consequences of canceling. If you agree to the consequences, click *Proceed to cancel interview link*.
- 5. Fill out the **Cancel Interview** form and click *Submit*.



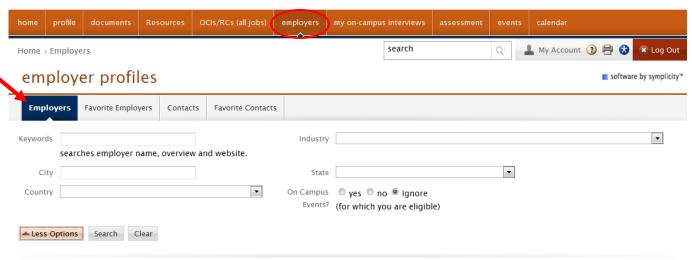
## How do I view my scheduled interviews?

- 1. Click the My On-Campus Interviews button and click on the My On-Campus Interviews tab.
- 2. To see details about the interview, click on the interview date.
- To reschedule an interview, click the Reschedule button and you will be able to select from any open time slots.
   Please note that the instant you click Reschedule, your time slot becomes open again, regardless of whether you have selected a new time, so be sure to quickly select a new time slot.

# Viewing Employer Lists

## How do I view a list of employers?

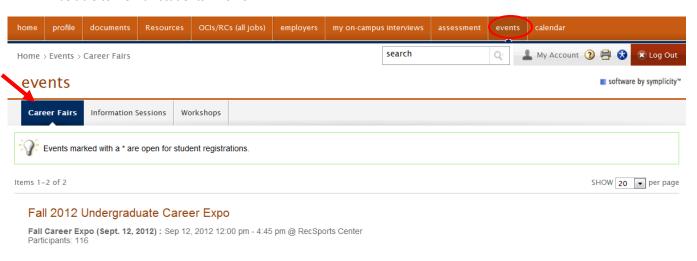
- 1. Click the *Employers* section and select the *Employers* tab.
- 2. You will see a list of all employers that have ever visited campus or worked with McCombs Career Services. You can also do a search by industry or keyword. To view a list of employers that begin with a certain letter, click on the letter.
- 3. To add an employer to your favorites list, click *Add to Favorites* in the far right column.



## Events & Calendar

## How do I view upcoming events?

- 1. Click on the *Events* section.
- 2. Click the tab of the type of event you're looking for (Career Fairs, Information Sessions, Night Priors, Workshops).
- 3. To see details about the event, click on the event name.
- 4. If you'd like to attend an event, please RSVP. Click the *RSVP* button at the bottom of the details section. The employer will be able to view all students who RSVP.



## How do I view my calendar?

- 1. Select your view type (Today/Day View/Week View/etc.). Click on a date on the calendar (on the right side of page).
- 2. To see details about an event, click on the event name.
- 3. On this page, you can RSVP for an event or cancel your RSVP.