On-Campus Recruiting (OCR)

The most effective and efficient way to recruit engineering students from Ohio State is through OCR. OCR schedules can be requested online via CareerEngine (your recruiting account).

Step 1: Setting up the schedule

Requesting Interview Space
It is important to request interview space well in advance to secure your preferred date. During peak periods, particularly autumn semester or the days after career fairs, space fills up quickly. ECS may need to limit the number of interview rooms you can reserve on any one day. Once you have selected a date, log in to your recruiting account through the ECS web site to request a schedule.

From your account homepage, click Create New OCR Schedule Request from the Shortcuts menu.

Complete the form with all of the required fields.

Types of Schedule (OCR) Models
Each of these schedules can be modified to suit your needs. Please contact us for assistance in making a custom schedule.

<table>
<thead>
<tr>
<th>Pre-select to Alternate to Open</th>
<th>Pre-Select to Alternate to Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who match your screening criteria apply through their accounts; you then review their resumes, choose the students you want to interview, and they schedule their own interview times. If invited and alternate candidates do not sign up at least 24 hours before the schedule closes, the schedule will open to students who precisely match your screening criteria.</td>
<td>This model is the same as Pre-select to Alternate to Open without the open period at the end. This option works well for employers who want to pre-select every candidate on their schedule.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open</th>
<th>Room Reservation Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who precisely match your criteria schedule their interviews online on a first-come, first-served basis. The Open schedule works well if you are setting up a schedule on short notice, don’t have time to review resumes and make selections, or are willing to interview anyone who meets your criteria.</td>
<td>Choosing this type simply reserves a room. You advertise your opportunity outside of the system and contact students directly to schedule interviews. Please note that positions should not be attached to room reservations, as students cannot view them.</td>
</tr>
</tbody>
</table>

Special Requests
Please state any specific requests in the “notes” field of your schedule request, and we will do our best to accommodate. Most interview rooms accommodate two recruiters.

Screening Criteria
Only students who meet the criteria you set will be able to apply for your position. You can be confident that students meet your criteria because our system is integrated with the University Registrar’s database.

Step 2: Monitoring applications

You can monitor applications for your position and view resumes and profiles at any point during the application process. Log in to your recruiting account and go to On-Campus Recruiting (OCR). Select the schedule by clicking on the interview date. Click on the Applicants tab to view the candidates who have submitted resumes. You can use the Position drop-down menu to sort applicants by position.

Use the Batch Options feature to:

- Mail to Checked to use the integrated email feature.
- Save As Excel to generate a spreadsheet of selected applicants.
- Generate Book to create a PDF of selected applicants’ resumes. To retrieve and print the PDF, click on the Publication Requests tab.

Using Resume Books to increase applicants
Using the resume book function in your account will allow you to search for candidates who meet your criteria and then email them through the system. It’s easy to use this feature to send personalized messages promoting your opportunities. If you would like assistance creating a marketing message, please contact us.

Manually adding interview candidates
To interview a candidate who does not have an active account or who missed the application window, please call Danielle Corrigan at 614-292-8694 to reserve a space on your schedule.
Step 3: Making selections

After the student application period has ended for pre-select interview schedules, you will need to log in to your recruiting account to select invited and alternate candidates. **Please note that you will usually have just two business days to make selections.** You can choose to invite as many candidates as you have interview slots.

To make selections, log in to your recruiting account and return to the Applicants tab. In the Status drop-down menu, you have the option of designating each candidate as Invited, Alternate, or Not Invited. Invited and alternate candidates will receive an automatic email invitation to sign-up for interviews after your window closes.

**An important note on selecting alternates:**
Selecting alternates is highly recommended. Often, at least one invited candidate will choose not to schedule an interview. Alternates can sign-up for interviews if there are still interview slots remaining after invited candidates have had priority scheduling. If invited candidates do not sign-up within two days they are not guaranteed an interview. You can choose an unlimited number of alternates.

Step 4: Viewing final schedules/confirming your plans

Once the student sign-up period has begun, you can view scheduled interviews. Select On-Campus Recruiting (OCR) and click on the interview date. Select the Interviews tab to view a list of candidates who have scheduled interviews. To view candidates who have not yet signed up for interviews, select the Applicants tab and sort by status.

Important: students can schedule or cancel an interview up to midnight on the closing date.

**Last-Minute Schedule Changes**
If you must modify your interview schedule after the interview selection process is underway, please contact us at 614-292-8694 immediately.

Step 5: Conducting interviews

**Upon arrival at ECS**
On the day of your interviews, please check-in at the ECS reception desk in 199 Hitchcock Hall. We will collect your business card, give you your schedule and corresponding resumes, and direct you to your interview location. If you have manually scheduled your interviews, we will ask for a copy of your schedule on the interview day. We are conveniently located close to lunch venues, the Tuttle Parking Garage, and The Blackwell Hotel.

**After-hours meetings/interviews/testing**
ECS office hours are 8:00 a.m. to 5:00 p.m. First interviews begin no earlier than 8:30 a.m. The University Office of Legal Affairs has advised ECS that for the safety and security of both interviewers and students, all interviews should be concluded by 5:00 p.m. when College offices close. Several nearby restaurants and The Blackwell Hotel lobby are possible locations for after-hours meetings or interviews. If you are conducting testing, be sure that all tests are concluded by 5:00 p.m.

**Interview feedback**
Your schedule packet will include an evaluation form requesting feedback on our services and students. Your feedback can help us make interviews useful learning experiences for students. We also value your comments and suggestions about our services. Forgot to complete the form? Email your thoughts to eng-ecs@osu.edu or fax the form after your visit to 614-292-4794. You can also give your feedback online at ecs.osu.edu/employers.