



## Recruitment Program (OCR) Instructions Guide

To review and apply for Recruitment Program (OCR) opportunities, sign into your [Simplicity](#) account and do the following:

1. Click on the **OCR (Recruitment Program)** link located on your Symplicity homepage and then select the **OCR Schedules (Employer Schedules)** link. These links can be found on the left-hand side of your Symplicity homepage.
2. Within the OCR (Recruitment Program) module, ensure that you are in the correct Recruitment Program Session. The current Recruitment Program Session will be displayed in the Session field towards the top of the page. Occasionally throughout the year, there may be more than one active Session. If there is more than one active Session, the Session field will turn into a drop box field, and you will be able to toggle between Sessions.
3. A list of Recruitment Program employers that have opportunities available for your class year will be listed below the Session field. Each participating employer has what is called a "Schedule" within the Session. A schedule lists the employer's specific opportunity, hiring criteria, and application instructions. At the line-item page, there will be several columns listed, including:
  - **Employer Name**
  - **Locations** – Offices the employer is recruiting for.
  - **Interview Dates** – This only applies to employers that have requested virtual interviews or on campus interviews. Employers listed as Resume Collect employers will be listed as "N/A Resume Collect."
  - **Invitations** – If a student is invited to participate in an interview, the invitations column will indicate a Pre-Select: Accept or Decline option. If a student chooses to accept the invitation, when clicking Accept, they will be routed to an online interview scheduler.
  - **Documents** – This is where the documents that are uploaded for an application (Bid) can be viewed and reviewed.
  - **Bidding** – Bidding refers to the application period and process for a Recruitment Program opportunity. When a student applies to an opportunity through the Recruitment Program, it is called placing a Bid.
4. To review and/or apply to a Recruitment Program opportunity, do the following:
  - Select either "Review" or "Apply" buttons that appear on each employer line. This will route you to the employer's hiring criteria and additional information, including drop boxes to select application materials and apply.
    - **REMINDER:** For the "Apply" option to be active in the Employer OCR schedule, a resume must be uploaded into the Documents module of your Symplicity account. Additionally, any documents that are required to apply for the position will need to be uploaded into your Symplicity account in order to submit your application. If no documents are uploaded, the Bidding column at the line-item screen will indicate the option "None" and you will not be able to submit an application through the Employer Schedule.
  - Once you have applied, your application documents will appear in the Documents column at the line-item screen.
  - Always double check your documents before and after you apply to ensure the correct application materials were submitted for the application (Bid).
    - **NOTE:** If you accidentally upload and submit the incorrect documents for an application, you can remove the documents and replace them with the correct ones and/or withdraw the application and re-apply up until the application deadline. Once the application deadline has passed, you will not be able to edit or replace your documents.

### ***How will I know if I have been invited to interview?***

If you have been invited to interview for a Recruitment Program opportunity, the Invitations column will indicate a Pre-Select status. If the employer has not yet chosen a candidate, the Invitations column will reflect a Pending status. If the employer has not chosen you as an interview candidate, there will be a Not Invited/ Not Selected status displayed. Occasionally, an employer will select alternates for their interviews. Alternates are typically ranked (e.g., 1, 2, 3). If you are selected as an alternate, an Alternate status will be displayed, and you will be contacted by our office.