

Employer On-Campus Interview Management

While many colleges and universities offer on-campus recruitment, their methods of doing so vary greatly. By using the NACELink system, you will be able to enter a job in the global (nationwide) data base and copy it to any participating school to use in your on-campus recruiting. You will, however, need to contact each individual institution to get the requirements of that school's campus interview program.

HOW TO CREATE AN AGGIE JOB LINK (AJL) ACCOUNT

In order to use the UC Davis campus recruiting system, the Aggie Job Link, your company needs to create a profile along with a username and password.

- First, go to <http://icc.ucdavis.edu>.
- Click on the “Welcome Employer” button.
- Select this icon:



- Under “Employer Help” click on “New Users—Register Here”.
- Fill in all required information, indicated by the red asterisk.
- Click “Submit” and you will receive an email confirmation with your username and password.
- You will then be able to log on to AJL.

VIEW YOUR ON CAMPUS RECRUITING (OCR) ACTIVITIES

There are two ways to access your on-campus recruiting activities once you are logged on the Aggie Job Link.

1. Once on the employer interface, under Quick Links, click on “View On-Campus Recruiting Schedules”.
2. Also, while on the employer interface, select the tab On-Campus Recruiting (OCR). This will show any upcoming, schedules, positions, interviews, applicants, wait lists and publication requests.
 - *NOTE: The Quick Links menu also provides employers with instant access to several components of recruitment for UC Davis.*

HOW TO MANAGE AN OCR SCHEDULE

The Aggie Job Link gives employers several ways in which to manage their On-Campus Recruiting visits.

- *Quick Links (1):* This is the first thing an employer will see after they log on to Aggie Job Link. It provides automatic access to OCR schedules, interviews, student applicants, as well as, non-OCR job postings and applicants. By selecting a particular link, the employer will be directed to the correct portion of the website (i.e. the “View On-Campus Recruiting Schedule” link will take the employer to OCR schedule management part of the site).
- *Alerts (2):* Also appears on the opening page of Aggie Job Link, directly below the Quick Links. Under this heading, the website keeps the employer up-to-date regarding any approaching or current OCR schedules. Amongst other important information, the alert tool will remind the employer when a position should be attached to a schedule and what trigger dates have come and gone.
- *On-Campus Recruiting (OCR) tab (3):* In the upper right-hand corner of the employer interface is the OCR tab. If the OCR tab is selected, the employer will be directed to a page with several tabs, including Schedules, Positions, Interviews, Applicants, Wait-List and Publication

Requests. Each of these tabs will allow the employer to manage campus visits for not only the schedules, but other aspects of that recruitment date.

- *NOTE: The below screen shows the home page for the employer interface. You will see the Quick Links and Alerts menus as well as the On-Campus Recruiting (OCR) tab.*

CREATING/EDITING AN OCR SCHEDULE

- Once at the employer interface, select the link under the “Quick Links” menu: “Create a New Schedule Request”.
- Complete all required fields, which are indicated by a red asterisk.
 - *NOTE:*
 - *If you have selected an “Open” schedule, students will be able to sign up on first come first bases. Once the schedule is filled, a waiting list will be generated. You will receive resumes from all students. If you choose the “Preselect to Alternate” schedule type, you will prescreen the resumes that have been submitted and only those students you have selected can sign up for an interview.*
 - *After selecting the correct “Recruiting Session” let the page refresh. If you do not wait, it will show that there is no availability for that day.*
- After all of your selections have been made save by clicking “Submit” or, if you wish to change all information on the form, click “Reset Form”.
- After submitting the schedule information, the request will be reviewed for approval. After the date has been approved, you can begin to attach positions to your recruiting visit.
 - *IMPORTANT: It is important that you attach positions to your approved OCR schedule as soon as possible. Without attached positions, interested parties will not be able to submit resumes.*

ATTACHING A POSITION TO AN APPROVED SCHEDULE

- After CRP management has approved the schedule, an alert link will show under the “Alerts” menu on the Employer Desktop stating “OCR Schedule(s) in need of a position”.
- Click on the link and the site will direct you to the On-Campus Recruiting: Schedules page.
- An information bar should be present, which will include the date of the visit, ID number, time span, OCR model, location, number of rooms and options. (Screen A)
- Under the “Options” field there will be an “Attach Position” button. If that button is selected, you will be directed to the “Create/Attach Position” page. The “Create/ Attach Position” page is where you are given the option to “Copy/Create A New Position” or “Link A Position From Another Schedule. (Screen B)
 - *NOTE: You cannot post a job once the resume submission has begun. If you wish to do so, call the Career Recruiting Office at 530-752-2286, in order to change the trigger dates.*

Screen A

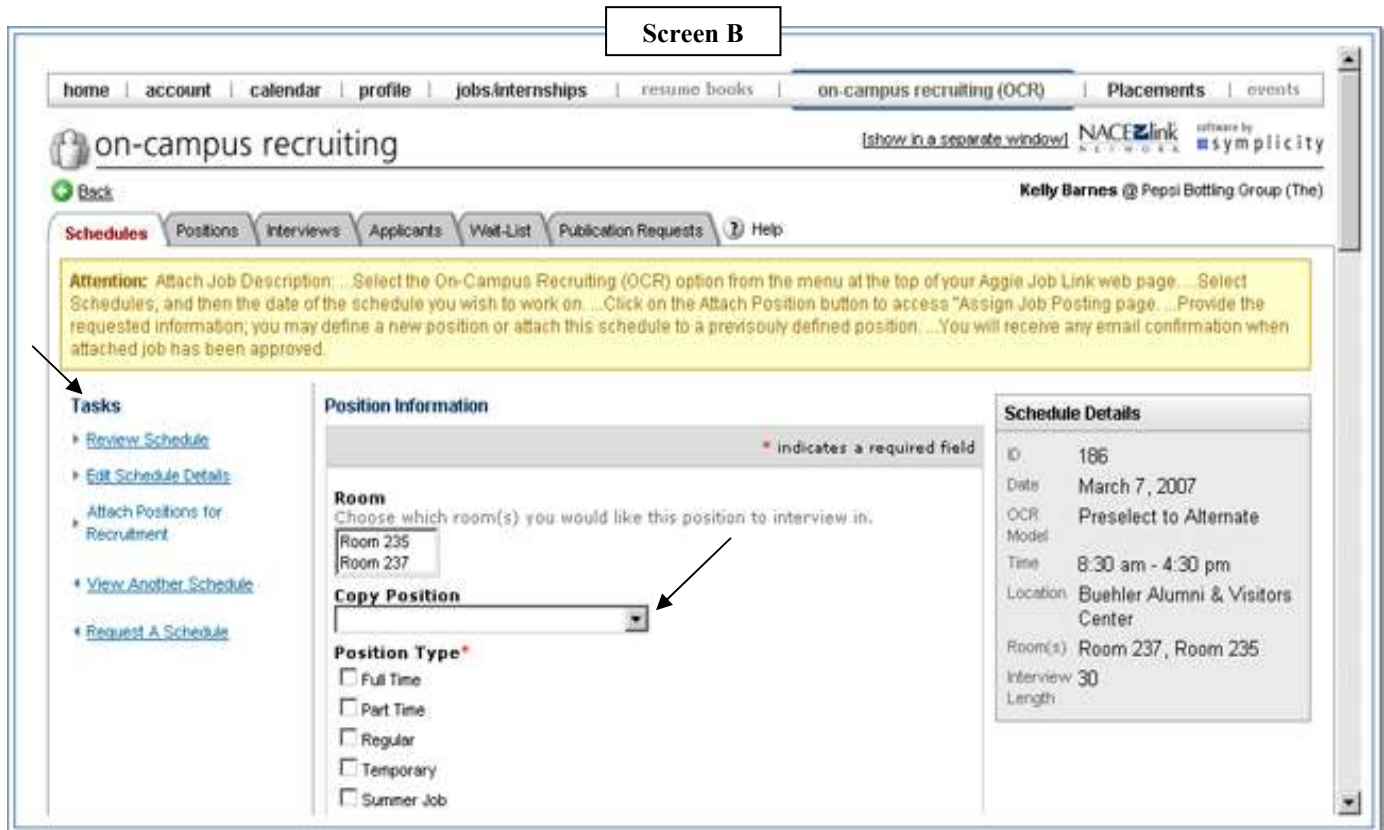
The screenshot shows the 'on-campus recruiting' web application. The top navigation bar includes links for home, account, calendar, profile, jobs/internships, resume books, on-campus recruiting (OCR), Placements, and events. The user is logged in as Kelly Barnes @ Pepsi Bottling Group (The). The main content area is titled 'Schedules' and contains a table of existing schedules. A yellow instruction box at the top reads: 'Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.' The table has columns for Date, ID, Timespan, OCR Model, Positions, Interview Location, # of Rooms, Options, and Approved. One schedule is listed with Date 'Mar 7th', ID '186', Timespan '8:30 am - 4:30 pm', OCR Model 'Preselect to Alternate', Interview Location 'Buehler Alumni & Visitors Center', and # of Rooms '2'. The 'Options' column for this schedule contains an 'Attach Position' button, which is highlighted by a black arrow. Below the table is a 'Request A Schedule' button and a 'Pending Schedule Requests' section with the message 'No records found.' The footer states: 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.'

ATTACHING A POSITION

Students will be able to view details about your job opportunities only after you have “attached” your job description to your campus visit date. *Important:* be sure to complete this step in advance of the resume submission date.

- If you selected the button “Copy/Create a New Position”, you will be directed to a page where you can attach a position to your OCR schedule.
- If you want to copy a previous position to this new schedule, you will select the job you wish to use from the drop-down menu titled “Copy”. Once you have selected the position, the fields will be refreshed with the copied position’s information.

- *NOTE: If you have multiple rooms, make sure to attach the appropriate position to the correct room.*
- To create a new job, fill in all the required information. To save you may either: select “Save and Finish” if you have only one position to attach. Or, you can select “Save and Attach Another” if you have multiple positions that need to be attached.
- After you have saved the position, you will receive a confirmation email notifying you whether the position has been approved.
 - *NOTE: The screen below is the screen that will appear after you select “Copy/Create a New Position”. Also, the side bar labeled “Tasks” offers employers several different links to other portions of the site.*



SETTING YOUR JOB REQUIREMENTS

- Screening criteria include: major, degree, graduation date and work authorization/VISA type.
- To choose multiple majors, degrees, and VISA types, hold the Control key while making your selections.
- “Restricted” Job Requirements: In using this option, only students who meet your specified job requirements will be able to submit a resume through the Aggie Job Link system. Keep in mind, the more criteria you choose, the more students will be “blocked” from submitting a resume for your position.
- After setting job requirements be sure to click the “Submit Requirements” button.

Tips for selecting job requirement criteria

1. UC Davis offers over 150 major programs in a wide variety of disciplines offered by the three undergraduate colleges. Unless your position requires specific coursework, we

- recommend that you leave the major open to “All Majors” which will give your company a broad pool of UC Davis liberal arts and science students.
2. Managerial Economics, Agricultural and Resource Economics, and Economics majors take extensive coursework in accounting, finance and other business courses. UC Davis does not have an undergraduate School of Business or Business major program. Therefore, students in the aforementioned majors would do well in many business related fields or positions.
 3. UC Davis Engineering majors are extensive and listed alphabetically in the pull-down menu. These include: Aeronautical Science and Engineering, Applied Science Engineering, Biological Systems Engineering/Food and Agricultural Engineering, Biomedical Engineering, Chemical/Material Science Engineering, Chemical Engineering, Chemical/Biochemical Engineering, Civil and Environmental Engineering, Civil Engineering, Civil Engineering/Material Science Engineering, Computer Engineering, Computer Science and Engineering, Electrical and Computer Engineering, Electrical Engineering, Electrical/Material Science Engineering, Material Science Engineering, Mechanical and Aeronautical Engineering, Mechanical Engineering, and Optical Science and Engineering.
 4. Unless indicated otherwise, each listed major offers a bachelor’s program. Make sure the majors and degrees you select are compatible.
 5. In regards to graduation date, please remember that many alumni use the Aggie Job Link. Alumni will not be able to submit a resume unless you specify correct graduation dates.

OCR APPROVAL

- The Career Recruiting office approves all job descriptions and requirements after the position has been submitted. Once the job is approved, students can begin viewing it online.

TRIGGER DATES

- Please pay close attention to trigger dates. These “default” deadlines are built-in to allow adequate time for employers and students to complete the various steps of the Aggie Job Link process. To make adjustments to your trigger dates and deadlines, call 530-752-2286. To refresh your memory about existing trigger dates:
 - Click on “On Campus Recruiting” tab at the top of the screen. You may also use the Quick Link, “View On-Campus Recruiting Schedules” to get to the same place.
 - Click on the specific date of the interview and you will be directed to a page that lists the trigger dates for the OCR schedule.

TO VIEW RESUME SUBMISSIONS

- If you click on the “On-Campus Recruiting” tab on the home page, you will be directed to the page with the OCR schedule information. You can either click on the OCR date –OR- you can choose the tab at the top of the screen labeled “Applicants”.
- From the “Applicants” page you have several options:
 - Search for a specific student using filter options (Major, Student, Status, or Position).
 - View a list of students. If you click an individual student’s last name you can look at a brief list of the student’s information.
 - View a student’s resume and other documents. Under the “Documents” column should be two icons: a file folder (Documents) and a paper with an R on the top (Resumes). If you choose either of these icons, a PDF version of either the resume or the other requested documents will appear.
 - You may also select students to interview...

TO SELECT STUDENTS

- The far-right column under the “Applicants” tab will be the students “Status”. Under this column there will be several different settings. If the employer start trigger date is in the future, the status menu will indicate, “Select has not begun yet.” If you have not yet selected students but the trigger date is current, the status menu will state “Pending”.
- Once you have reviewed the resumes and determined which students you would like to interview, you can assign selection status to students individually or as a group.
- (1) To select students, you can click on the box next to the last name-OR-you can select all students by clicking the “+” at the top of the box column.
 - *NOTE: (2) to email student(s) you may use this option and then click on the tab “Mail to Checked” next to “Batch Options”.*
- (3) When the trigger date for making preselects begins, under the status column you will see a drop down menu for each student where you will be given the options of “invited”, “alternate” and “not invited”.
- An e-mail informing students of their status is automatically sent to the students once your pre-selection deadline has ended. You may also wish to e-mail students separately using the aforementioned method.
- *NOTE: The screen below shows the applicants tab. At the top are the search filters. Below the filters are the “Batch Options” and then the list of students, their status and documents.*

Ken Mozek @ York International

Schedules Positions Interviews **Applicants** Wait-List Publication Requests Help

Note: You must select a "position" and click [Apply Search] before batch inviting.

Search Filters:

Position: Project Engineer -Equipment Sales Student:

Status: Major:

Apply Search Clear

Batch Options: Mail to Checked Save As Excel Generate Book Change status to:

Items 1-6 of 6 (0 items selected) [show all] < Previous | Jump 1 | Next >

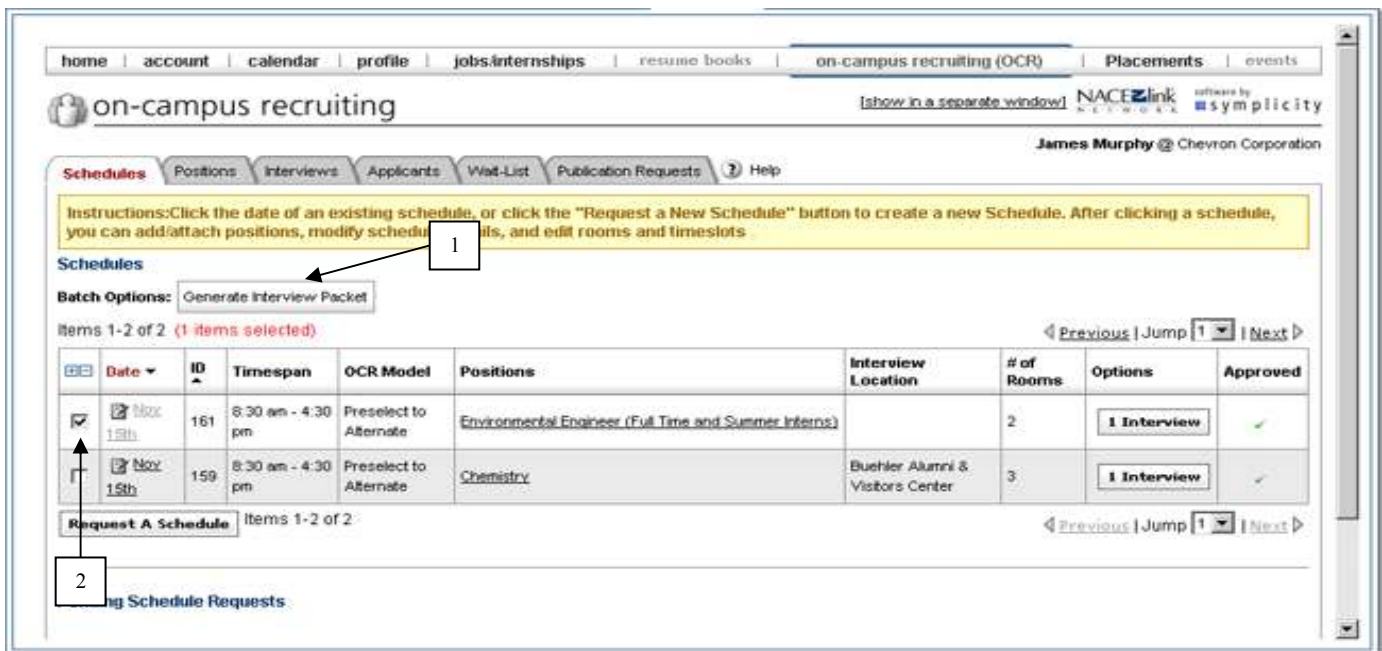
	Last Name	First Name	Position	Documents	Status
<input type="checkbox"/>	Crane	Meghann	Project Engineer -Equipment Sales		Select has not begun yet.
<input type="checkbox"/>	Hundal	Sukhbir	Project Engineer -Equipment Sales		Select has not begun yet.
<input type="checkbox"/>	Liu	Holly	Project Engineer -Equipment Sales		Select has not begun yet.
<input type="checkbox"/>	Santos	Philip	Project Engineer -Equipment Sales		Select has not begun yet.
<input type="checkbox"/>	Shah	Anuj	Project Engineer -Equipment Sales		Select has not begun yet.
<input type="checkbox"/>	Yang	Tung-Po	Project Engineer -Equipment Sales		Select has not begun yet.

Items 1-6 of 6 [show all] < Previous | Jump 1 | Next >

GENERATE INTERVIEW PACKETS

- Once you have selected all the students you would like to interview, you may create a packet with all of the students’ resumes and schedule details to bring with you to the on-campus interview. One will also be provided by our office.

- To generate interview packets, which include the interview schedule, students resumes and other requested documents, click on the “On-Campus Recruiting Tab”.
- (1) Under the “Schedule” tab on the On-Campus Recruiting page will be the Batch Options. Next to it will be a “Generate Interview Packets” button.
- (2) Be sure to click the button next to the OCR date so that a check mark appears. You can then select the “Generate Interview Packets” button.
- A page labeled “Publication Request” will appear and will list schedule, position, contact and interview. You are also given the option to change the name of the request.
- The page also offers a series of questions regarding how you would like the packet to print (i.e. a single PDF, to combine rooms and which documents to include).
 - *NOTE: We recommend that you select “NO” when asked to combine all schedules to a single PDF and “NO” if asked “if not combining schedules, do you want to combine the rooms”.*
- Once completed, click “Submit Request” at the bottom right of the page.
- An email will be generated and once it appears in your inbox, you will be able to view your interview packet and print it out.
 - *NOTE: The screen below illustrates the “Generate Interview Packet” screen and the box that needs to be checked.*



INFORMATION MEETING

If you are interested in scheduling an Information Meeting, please complete the Information Meeting Form, which can be obtained on our web page.

- Go to <http://icc.ucdavis.edu>.
- Select “Welcome Employer”.
- Select “On Campus Interviews” from the left hand side of the screen.
- Under “Publicizing Your Campus Visit”, select “Information Meetings”.
- Click on the link: Go to <http://crp.ucdavis.edu/aggiejoblink/Infomeet.htm>.
- After reading all applicable information, scroll to the bottom and click on “Complete an Information Meeting Form.” Please read the Cancellation and Rescheduling Policy.

- When you have completed the form – Click on the “Submit The Above Form” button.

If you have any additional questions, please call 530-752-2286.

For detailed instructions and directions to the Career Recruiting Programs Office

- Go to <http://icc.ucdavis.edu> .
- Select “Welcome Employer”.
- Select “On Campus Interviews”.
- Select the “Directions to Campus/ Map” under the “Your Visit to UC Davis” heading.

ONE LAST HELPFUL TIP:

- On several pages on the employer interface there are Help buttons located just to the right of the tabbed menus. If you click on the button, a pop up menu will appear with frequently asked question about the page you are currently on.