VIRTUAL ON-CAMPUS RECRUITMENT (OCR)

HOW TO REQUEST A VIRTUAL ON-CAMPUS INTERVIEW

If you have an active job posting in WITworks that you wish to interview virtually for, please contact CO-OPS + CAREERS and we will convert the Job Posting into an OCR Job Posting.

If you are posting a new position for which you would like to coordinate interviews through WITworks, please follow the steps outlined below.

1. Sign into your WITworks account: https://wit-csm.symplicity.com/employers/
2. Toggle to the "On-campus Recruitment (OCR)" tab, then "Schedules."
3. Click on "Request a Schedule."
4. Fill out the New Interview Schedule Request Form:

   Recruiting Session: Which semester are you recruiting for? If you are not interviewing for a co-op position, please select the next available session.

   OCR Model: Choose "Preselect" unless you are interested in interviewing applicant.

   Interview Length: How long would you like for each interview (including any breaks in between)?

   Interviewers(s): Please include all contacts that will be participating in the interviews.

   Allow Multiple Student Interviews: If you have more than one position posted, would you like to interview students for each position separately? Also, select "yes" if you would like additional time (than requested under "Interview Length").

   Notes: Include a link to the virtual meeting platform you will be using: GoToMeeting, Zoom, Skype for Business etc.

   Positions Recruited: Click "Add Item" and create your job posting(s). You can also "Select Existing" if you have already posted the position or "Copy Position" for any expired postings you are reposting and interviewing for (you can make edits here too).

5. Submit. We will receive a notification of the request and get in touch with you to officially schedule your date.

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CO-OPS + CAREERS
Center for Cooperative Education and Career Development

SELECTING APPLICANTS TO INTERVIEW

Two weeks prior to your interview date, or otherwise specified, resume submission will close and you will receive an email prompting selection of the students you would like to interview. You will have one week to review resumes and make your selections.

- Sign in to your WITworks account; Toggle to the "On-campus Recruitment" tab, then "Applicants."
- Change the drop down from "Pending" to "Invited" for any applicants you would like to interview. Applicants you are not interested in interviewing should be updated to "Not Invited."
  - o Students will be given one week to choose their time slot. Once all students have chosen their interview times, you will receive another email with your full schedule for the day.

INTERVIEW DAY

Make sure that you have communicated to CO-OPS + CAREERS either through the Notes section while submitting your initial OCR Request, or through follow-up, which virtual meeting tool you will be using.

- Meeting information will be viewable to students as the "Location" of the interview.
- If a link is needed to access the virtual interview, please communicate this to your applicants!

Once your virtual interviews are complete, please reach out to candidates directly for follow-up interviews and/or to extend an offer.

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