



On-Campus Interviewing (OCI/OCR) on DragonTrail

Request an Interview Schedule

There are two methods in which you can access schedule requests.

1. Click on *Home* on the top navigation bar and then on the “Create New On-Campus Interviewing Schedule Request” heading from the *Quick Links* menu on the right of your screen.
2. Click on *On-Campus Recruiting* from the top navigation bar and then click on the “Schedule Requests” tab. Finally, click on the “Add New” button and enter in your information.

Create a Schedule Request

After accessing the “Create New On-Campus Interviewing Schedule Request” link, a form will display for interview requests.

Fill in the following information accordingly:

Recruiting Session: Select a recruiting session and the page will reload with drop-down information pertaining to that specific term.

OCI Model: With preselect interviews, students will submit their resume for review. Once you have chosen among those resumes, you can invite the students for interview days/times. Open interviews allow students who qualify to immediately sign up for interview slots.

The screenshot shows a web form titled "on-campus recruiting" with a navigation bar containing tabs for Schedules, Positions, Interviews, Applicants, Wait-List, Publication Requests, and Help. Below the navigation bar are buttons for Submit, Cancel, and Reset Form. The main section is titled "New Interview Schedule Request" and includes the following fields:

- Recruiting Session***: A dropdown menu with the instruction "Please select which session this request is for".
- OCR Model***: Radio buttons for "None - Room Reservation Only", "Preselect", "Open", and "Resume Collect" with the instruction "Please select which OCR Model you will use".
- Interview Date***: A dropdown menu with the instruction "Please select the date you wish to reserve".
- Time Slot***: A dropdown menu set to "full day" with the instruction "Please select which time slot you prefer".
- Number of Rooms***: A text input field with the instruction "Please enter the number of rooms requested".
- Location**: A dropdown menu with the instruction "If a specific location is desired please choose it here".
- Interview Length***: Radio buttons for "30", "45", "60", and "90" with the instruction "Please select the interview length (minutes)".
- Allow Multiple Student Interviews***: Radio buttons for "yes" and "no" with the instruction "Do you wish to allow a student to schedule multiple interviews on this schedule if more".



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Interview Date: Select a day from those listed for interview times.

Time Slot: Choose among a full day session, morning, or afternoon.

Number of Rooms: If you are entering for multiple positions and have more than one recruiter, you may require more than a single room. Enter in the appropriate amount for your situation.

Location: UAB has multiple locations available for interview use. Typically, you will need to select the HUC for your location and a specialist from our office will email you the specific building and room information following your submission.

Interview Length: Choose your interview length from either 30, 45, 60, or 90 minutes.

Allow Multiple Student Interviews: If you are interviewing for more than one position, you can select whether you allow students to interview for multiple positions at your company.

The screenshot shows a web form with the following sections:

- Position Type(s)***: A list of checkboxes for different job types: Full Time - Professional, Full Time - Non-Professional, Part Time - Professional, Part Time - Non-Professional, On Campus Work Study, Student Assistant (UAB positions only), Internship, Co-op Position, Temporary/Seasonal, and Volunteer.
- Notes**: A text area with the prompt "Enter any notes regarding this request" and up/down arrow icons.
- Receive Auto-Generated Resume Packet**: Radio buttons for "yes" and "no". Below it, text reads: "Choosing 'Yes' will allow you to receive an automatic resume packet via email upon schedule close."
- Positions Recruited***: A section with a "+ Add Item" button and the prompt "Please let us know what positions you will be interviewing for."
- Buttons**: "Submit", "Cancel", and "Reset Form" buttons at the bottom.

Position Type: Please select the type of position among those listed.

Notes: Add any additional comments or requests in this space.

Receive Auto-Generated Resume Packet: After the closing date of resume submissions, our system will automatically send you a bundled list of student applicants if you select "yes."

Position Recruited: Click on "Add Item" to enter in information regarding the position for which you are recruiting.

Click *Submit* when you have completed all criteria.



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Viewing OCI Applicants and Making Selections:

The easiest way to view all of your applicants and make your selections is to utilize the “Resume Packet” function of DragonTrail. When you submitted your original interview request, you could have selected to have a packet automatically sent to you. If you did not check this in your original post, you may create one through the following steps:

1. After the system email has been sent alerting you that selections are due (i.e. the closing date for students has passed), you may request a resume packet.
2. Click on *On-Campus Recruiting* from the top navigation bar of your homepage.
3. Choose the “Applicants” tab.
4. Filter for the position and click on “Apply Search.”
5. Click the “Plus (+)” sign so all students’ names have check marks.
6. Click on “Generate Book.”
7. Enter a name for the publication.
8. Click the *Submit* button.
9. You will receive an email when the packet is ready to download. Click *Done*.

Downloading Resume Packets:

Click *On-Campus Recruiting* from the top navigation bar of your homepage.



Click the “Publications Request” tab.



Click the PDF icon in the *View/Download* column.

Print the resumes and/or save the files to the computer.

The packet will remain in the “Publications Request” tab for one week from the requested date.



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Making Selections to an OCI Schedule:

Click *On-Campus Recruiting* from the top navigation bar of your homepage.

Click the “Applicants” tab.

Filter by position and click “Apply Search.” Choose “Invited,” “Alternate,” or “Not Invited” from the drop menu per student. Click *Submit* when complete. The students will then be able to view your decision when they access their own DragonTrail accounts.

Viewing Schedules once Students Sign Up:

Click *On-Campus Recruiting* from the top navigation bar of your homepage.

Click on the “Schedules” tab.

Click “Interview Date” under the *Date* column.

Click “View Interview Schedule” in the task bar.

Students’ names/times appear in columns.

Final room and building assignments are completed by Career Services’ staff.

General Requests:

For any further information not contained in this guide regarding events and sessions, please contact Laura Weems at leweems@uab.edu or 205-934-4324.