ON-CAMPUS RECRUITING PROGRAM – Participation Guide

What is OCR?

During the fall and spring semesters, various employers partner with the Malone Career Center to connect with graduating seniors through the On-Campus Recruiting (OCR) program. Employers typically engage in the program by partaking in the following OCR activities:

- **Pre-Select Interviews** - An interview date is set, job descriptions are listed in the Paladin Job Board, students submit resumes and employers select their interviewees. Selected students are notified, log into their account and sign up for an interview.

- **Open Interviews** - An interview date is set, job descriptions are listed in the Paladin Job Board and interested students sign up for an interview on a first-come, first-served basis—no pre-screening takes place.

- **Resume Collections** - Sometimes an employer will want to gauge student interest to determine if a campus visit would be justified. No interview date is initially set, job descriptions are listed in the Paladin Job Board and interested students submit their resume by a set deadline. If there is sufficient student interest, an interview date may be set - if so, students are notified and sign up for an interview time. If not, employers may opt to follow-up directly with students instead.

- **Information Sessions** - A presentation date is set, listed in the Paladin Job Board and all interested students are invited to attend. Oftentimes, this is done in connection with an on-campus interview date.

Other activities may include information tables, drop-in or scheduled one-on-one meetings at the Career Center, classroom visits, etc.

Why participate in OCR?

You can conveniently meet and market yourself to potential employers without having to leave campus. The more exposure you have with potential employers, the more likely you are to stand out from the competition and progress through their screening process. In addition, you can gain a better sense about an employer’s culture to determine your potential fit with the organization.

How to get involved

The Career Center uses the Paladin Job Board (PJB) to manage the OCR application process. All on-campus interviews and resume collections will be listed there during the fall and spring semesters. Seniors interested in participating in OCR should register for a PJB account.

The Paladin Job Board can be accessed from links on the Malone Career Center website or directly by going to: [https://furman-csm.simplicity.com/students/](https://furman-csm.simplicity.com/students/)

How to use the Paladin Job Board for OCR

To view current on-campus interview and resume collection listings:

Log into your PJB account.

Under the “Land an Interview” section, select “On-Campus Interview Listings.”

To view a job description, click on the job title. Pay careful attention to the deadlines.
To apply for opportunities:

Be sure you have uploaded a copy of your resume (do so under the “Documents” tab), then select your resume from the drop-down menu in the “Apply” section and click “Submit.”

*We strongly suggest having your resume critiqued by a Malone Career Center counselor before submitting it to an opportunity!*

If selected to interview:

On or before the scheduled sign-up date (listed on job description page), you will be notified on your news feed if the employer is interested in interviewing you. If so, click the “Schedule your interview” link and then hover over the 3 stacked dots to either select “Decline Interview” or “Schedule Interview.” Select an available interview time from the list of options. *Interview times are offered on a first-come, first-served basis, respond quickly to ensure a convenient time for you.*

After you sign up, your interview status will change to “scheduled” and your time will be viewable by selecting the “Confirmed Interviews” link.

*All interviews take place at the Malone Career Center, 209 Trone Student Center, unless otherwise noted.*

To view information sessions/events:

Click the “Information Sessions/Events” tab in the navigation bar. Click the titles for details about each session or event.

*Please RSVP when you plan to attend an event.*

**No-Show Policy**

Once you sign up for an interview you have an obligation to show up. Employers spend significant time and money sending their recruiters to campus and professional courtesy dictates that you honor your commitment to be at an interview on time. Too many missed interviews can result in recruiters deciding not to return to campus.

If you find that you cannot make an interview, please notify the Malone Career Center, 864-294-2106, **at least 24 business hours** prior to your interview time. This will provide the opportunity to fill your slot with another applicant. If you fail to do so, you will be placed on the “no-show” list and will not be allowed to participate in the On-Campus Recruiting program again until you:

- Meet with the Career Center to explain why you missed the interview without providing notice
- Apologize to the recruiter in an appropriate manner with the Career Center’s approval

*Any second offense will result in permanent expulsion from the On-Campus Recruiting program.*