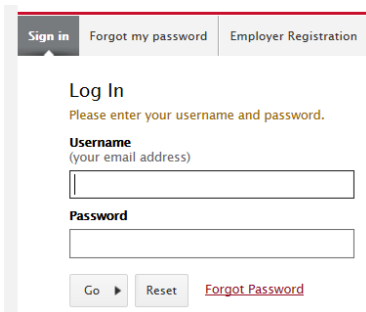


HOW TO CREATE AN ON-CAMPUS INTERVIEW SCHEDULE IN GATEWAY

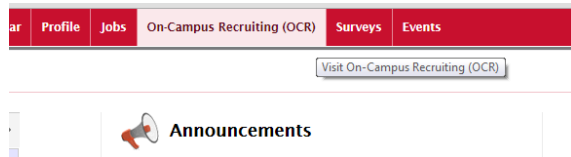
Step 1: Direct your internet browser to: <https://bauer-uh-csm.symlicity.com/employers/index.php>

Step 2: Type in your username (email) and password, and click on “Login.”

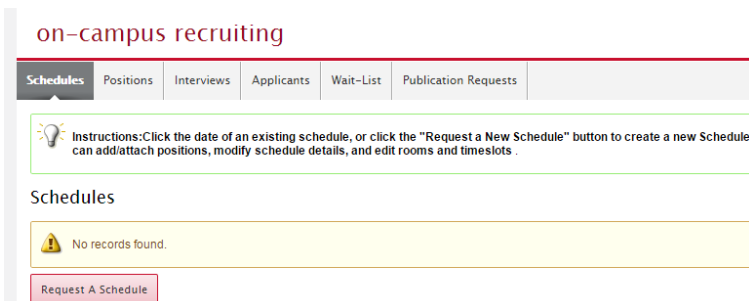


The screenshot shows the login interface. At the top, there are three tabs: "Sign in" (selected), "Forgot my password", and "Employer Registration". Below the tabs is the "Log In" section with the instruction "Please enter your username and password." There are two input fields: "Username (your email address)" and "Password". At the bottom of the form are three buttons: "Go" with a right arrow, "Reset", and "Forgot Password".

Step 3: From the home screen, mouse over the “On-Campus Recruiting (OCR)” tab and click on it.



Step 4: Click on the “Request a Schedule” button.



The screenshot shows the "on-campus recruiting" page. At the top, there is a navigation menu with tabs: "Schedules" (selected), "Positions", "Interviews", "Applicants", "Wait-List", and "Publication Requests". Below the menu is a light blue box with a lightbulb icon and the text: "Instructions: Click the date of an existing schedule, or click the 'Request a New Schedule' button to create a new Schedule. You can add/attach positions, modify schedule details, and edit rooms and timeslots." Below this is a section titled "Schedules" with a yellow warning box that says "No records found." At the bottom of the section is a red button labeled "Request A Schedule".

Step 5: Fill out the web form to completion. All fields designated by the red asterisk are required. Please note that if a position is not attached to the schedule request, we will not be able to approve the request. It will stay in a pending status until a position is attached.

Here are the highpoints for key areas of the form.

- OCR Model - Refers to the type of schedule you are going to request.
 - None - Room Reservation Only means that you will be creating your own schedule and will be responsible for bringing our office a copy of that schedule the morning of your interviews. This is most common with companies that attend recruiting events and want to sign up students for interview time slots during the event itself. Our system would not be utilized to collect resumes under this model. Please note that you are not able to attach positions to this type of schedule. If you want to collect resumes via the system for this position, you will need to create a stand-alone job posting in Gateway and collect resumes via the posting.
- Number of Rooms - Refers to the number of interview rooms you anticipate needing for your schedule.
 - Typically, employers will house interviews in each room by position.
 - We try to assign a bonus room for each company that is conducting interviews on-campus. This room is great for greeting purposes if a student arrives earlier than their scheduled time slot. It is also great if you need an extra space for your recruiters as an HR room.

Step 7: Click on “**Submit.**”

What happens to my on-campus interview schedule request once it is submitted?

A member of the Rockwell Career Center’s Employer Services Team will review your schedule request. If we have any questions or need more information, you will be contacted. Upon approval of your schedule request by an administrator, you will be notified via email. Schedule requests can be delayed a few days until space for your event can be confirmed. Additionally, we may have to follow up with you to confirm the date, and other logistics surrounding the request. On-campus interview schedules can be the most time consuming to approve as there are several moving parts.