

BAUER COLLEGE OF BUSINESS
BAUER CAREER GATEWAY
EMPLOYER ON CAMPUS RECRUITING
USER GUIDE

Rockwell Career Center
Bauer College of Business
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Getting Started

The Bauer College of Business Career Gateway system allows employers to create an organization profile; request on campus recruiting schedules; create resume books; and list job postings.

Logging on

Go to the Bauer College of Business Career Gateway system, by accessing our website at www.bauer.uh.edu/career and selecting the 'Recruit Bauer Students' link. Enter your Username (email address) and Password. If you forgot your password, you may click the "Forgot Password" button under the Password box. If you have never used the system, please click on the "Employer Registration" button under "Register". Fill out the form and click the "Submit" button. Once your registration is approved you will receive an email containing your password.

The screenshot shows the Bauer Career Gateway website interface. At the top, there are navigation links: [Site Index](#), [Bauer Home](#), [UH Home](#), [Search](#), and [Visit Us](#). The main header features the "BAUER CAREER GATEWAY" logo on the left and the "Rockwell Career Center BAUER COLLEGE OF BUSINESS" logo on the right. Below the header is a navigation bar with buttons for "Sign in", "Forgot my password", "Employer Registration", "Register And Post Local Job", and "Help". On the right side of the page, there is an "Accessible Mode: Off" link powered by "symlicity". The main content area is divided into two sections: "log-in" and "register". The "log-in" section prompts the user to enter their username and password. The username field is labeled "(your email address)". Below the password field are buttons for "Go", "Reset", and "Forgot Password". The "register" section prompts the user to "Employer Registration for a new account." and includes buttons for "Employer Registration" and "Register And Post Local Job". At the bottom of the page, there is a footer with links for "State of Texas", "Compact with Texans", "Statewide Search", "Homeland Security", "UH System", "Privacy and Policies", "Copyright", "Site Map", "Contact UH", and "Feedback". The footer also contains the text: "© 2006 C. T. Bauer College of Business, 334 Melcher Hall, Houston, Texas 77204, (713) 743 - 4600".

Request an On Campus Interview Schedule

To request an On Campus Interview schedule, click on "Create New Schedule Request" on the homepage under "shortcuts", then click the "Request A Schedule" button.

home

announcements

Employer Welcome

Welcome to the Bauer Career Gateway.

You may use this site to register for our career fair and post jobs and internships for **business** students. In some instances, you may also search resumes of Bauer College of Business students. In addition, your job postings will be automatically e-mailed from our system directly to qualified and interested Bauer students free of charge!

NOTE: On-Campus Recruitment for undergraduates is coordinated through UH's Central Career Center (University Career Services) at www.career.uh.edu. On-Campus Recruitment for MBA students is coordinated through the Rockwell Career Center at Bauer College. Our website is www.bauer.uh.edu/career.

Please use the text box (to the right under the calendar) if you have comments or questions for us.

shortcuts

- Create Job Posting
- View Job Postings
- View Applicants
- Post a Profile
- Create New Schedule Request
- View OCR Schedules
- View OCR Interviews
- View OCR Applicants
- View OCR Wait-List
- Exp. Learning

alerts

- Sign-up has begun for 1 schedule(s).

October 2009						
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

any comments or questions?

Your feedback is welcome.

Submit



on-campus recruiting

Schedules Positions Interviews Applicants Wait-List Publication Requests Help

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.

Schedules

Batch Options: Generate Interview Packet

Showing 20 at a time: Items 1-1 of 1

Date	ID	Timespan	OCR Model	Positions	Interview Location	# of Rooms	Options	Approved
Dec 4th	35	8:30 am - 4:45 pm	Preselect to Alternate	Summer Intern	Melcher Hall - 2nd floor - Rockwell Career Center	1	1 Interview	✓

Request A Schedule Showing 20 at a time: Items 1-1 of 1

Pending Schedule Requests

No records found.

Fill out the New Interview Schedule Request form. Select a Recruiting Session, preferred date from the date drop-down box, choose the time of day for the schedule, the number of rooms needed, location, requested interview length and attach a position. Click "Submit".

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

Attention: Please note that at this time, we are only utilizing this system feature for Mock Interviews or MBA schedules.

Submit | Cancel | Reset Form * Indicates A Required Field

New Interview Schedule Request
 INSTRUCTIONS: Please enter the details of this schedule request and hit the submit button when finished.

Recruiting Session* Fall 2009
 Please select which session this request is for

OCR Model* None - Room Reservation Only
 Please select which OCR Model you will use
 Preselect
 Preselect to Alternate
 Preselect to Alternate to Open
 Open

Interview Date* []
 Please select the date you wish to reserve

Time Slot* full day
 Please select which time slot you prefer

Date	morning	afternoon
07/22	37	37
07/23	37	37
07/24	37	37
07/27	37	37
07/28	37	37
07/29	37	37
07/30	37	37
07/31	37	37
08/03	37	37
08/04	37	37
08/05	37	37
08/06	37	37
08/07	37	37
08/10	37	37
08/11	37	37
08/12	37	37

Attaching a Position to the OCR Schedule Request

You must attach the position(s) for which you are recruiting to schedule requests. Click on the "Add Item" button at the bottom of the schedule request form next to Positions Recruited. After clicking "Add Item" you will be presented with two options. You may copy an old position or create a new one. If you choose to copy an old position, the system will autopopulate common fields. If you choose to create a new position, enter all screening criteria and position description, then click "Submit". You will receive an email once your schedule request has been approved.

Positions Recruited*
 Please let us know what positions you will be interviewing for.

Copy Position
 Please review and edit your job title when copying a job

[]

Position Type*
 Full Time
 Internship
 Part Time
 Temporary/Summer Job (not internship)

Job Posting Title*
[]

Description*
[]

Desired Work Authorization
Permanent U.S. Work Authorization / U.S. Citizen Student Visa or Other Time Limited Visa

Desired Major(s)*
 Use the menu below to select major(s).
[select]

Additional Documents
 Which additional documents do you request for this position.
 Cover Letter

Location*
 Location

Nation Wide*
 yes no

City*
 Enter the City
[]

State*
 Enter the State
[]

Country*
 Enter the Country
[]

Managing an OCR Schedule

Once your schedule request is approved, you may view your schedule by clicking the "View OCR Schedules" link under shortcuts on the homepage or by clicking on "On-campus Interviews" in the top navigation bar and then click the "Schedules" tab. Click on the appropriate schedule date to view schedule details.

The screenshot shows the Career Services Management System interface. At the top, there is a navigation bar with links: home, account, calendar, profile, business jobs, resume books, on-campus interviews (highlighted), events, and Internship/Co-op Experiences. Below the navigation bar, the user is identified as Amy Lawrence @ Test Employer. The main content area is titled "on-campus recruiting" and features a "Schedules" tab. A sidebar on the left lists tasks: Review Schedule, edit schedule details, View Interview Schedule, view another schedule, and Request A Schedule. The main content area displays instructions to use the tasks menu to edit schedule details. Below this, a table shows "Positions Recruited" with columns for Job Title, Position Type, Major(s), Schedules, and Applicants/Slots. A table row shows "Summer Intern" as a Temporary/Summer Job (not internship) for All Majors, with a schedule for Dec 04, 2009 and 1/13 applicants. Below the table, there is a "Schedule Details" section with fields for ID (35), Date (December 4, 2009), OCR Model (Preselect to Alternate), Time (8:30 am - 4:45 pm), Location (Melcher Hall - 2nd floor - Rockwell Career Center), Room(s) (1), Interview Length (30), Allow Multiple Student Interviews (no), and Policy Affirmation. The policy affirmation text states: "I affirm that my company is an Equal Opportunity Employer. It is our policy that no citizen of the United States or any other person within the jurisdiction thereof shall, on the grounds of race, color, sex (including sexual harassment), age, disability, veteran status, religion, national origin or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or under any educational program or activity of the university." An "edit schedule details" button is located at the bottom of the details section. On the right side of the details section, "OCR Dates: Dec 04, 2009" is listed, along with a table of key dates: Resume Submission Start (July 22, 2009 12:00 am), Resume Submission End (October 26, 2009 11:59 pm), Employer Select Start (October 27, 2009 12:00 am), Employer Select End (October 28, 2009 11:59 pm), Preselect Signup Start (October 29, 2009 12:00 am), Alt Signup Start (November 23, 2009 12:00 am), and Schedule Close (November 30, 2009 11:59 pm).

Managing OCR Applicants

Students will begin applying on the Resume Drop start date. You will be able to see the student resumes when the Employer Select period begins. To view student resumes, you may click on the "View OCR Applicants" link under shortcuts on the homepage or "On-campus Interviews" in the top navigation bar and then click the "Applicants" tab. The "Applicants" tab gives you the ability to perform many batch operations, including batch inviting students "Change Status To". The other batch operations available are "Mail to Checked", "Save as Excel", and "Generate Book". Packets generated from this list will be emailed as an attachment directly to you and will also be available for download under the "Publication Requests" tab. You may change the invitation of a student individually by selecting them from the drop-down menu in the "Status" column. You can view application materials by clicking a document icon in the "Documents" column. You may also add students who did not apply to your schedule (before the student interview signup period starts). Click the "Add New" button under the Applicants List. After clicking the "Add New"

button you may select the student from a dropdown menu, select the job that the student will interview for, and then set the invitation status (the student must sign up for the interview).

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COLLEGE of BUSINESS Career Services Management System
 powered by simplicity

home account calendar profile business jobs resume books on-campus interviews events Internship/Co-op Experiences

Amy Lawrence @ Test Employer Close Window

on-campus recruiting powered by simplicity

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

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

To view Excel files, you may need [Excel Viewer 2003](#).

Search Filters:
 Position: Summer Intern Student:
 Status:
 Major:
 Office:

Batch Options: Change status to:

Showing 20 at a time: Items 1-1 of 1 [show all](#)

	Last Name	First Name	Position	documents	Status
<input type="checkbox"/>	Student	Test	Summer Intern (5924)		pending

Showing 20 at a time: Items 1-1 of 1 [show all](#)

Schedules assigned / slots	
Dec 04, 2009	0 / 13
Total Slots	13

Positions assigned / total	
Summer Intern	0 / 13

Creating OCR Resume Packets

Once the Student Resume Drop period has ended, the completed resume packet will be emailed to you. You may also create a resume packet. From the Bauer Career Gateway homepage, click on "View OCR Applicants" under shortcuts. You may individually select students for the packet, or use the + symbol in the left column next to the student's name to select all students at once. Click the "Generate Book" button. Enter a name for the resume book (publication), select which documents you wish to include in the packet, a Table of Contents option and then click the "Submit Request" button. You will receive an email when the packet is ready to be viewed. The packet will be located in the "Publication Requests" tab. You may view the packet or choose to download it to your computer.

Publication Request

1 entries selected.

Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:

Resume Packet

Which document types to include in the packet?

Resume Cover Letter

To decrease PDF generation time, please select one of the following Table of Contents options:

include in front of publication (without page numbers) include in back of publication (with page numbers) separate PDF (with page numbers)

To avoid overly large files, publications are split after certain number of pages. You may modify that number here:

100

Cancel

Submit Request

OCR Interviews

Once interview selections are complete, students may sign up for interviews. Once they sign up, you will be able to see confirmed students in the "Interviews" tab.

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Search Filters:

Position

Office

Apply Search Clear

Batch Options: Mail to Checked Save As Excel Generate Book

Showing 20 at a time: Items 1-1 of 1

	Schedule	Position	student	documents
<input type="checkbox"/>	2009-12-04	Summer Intern (5924)	Test Student	

Showing 20 at a time: Items 1-1 of 1

In the "Schedule" column, clicking the date of the interview will display interview details.

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BACK Amy Lawrence @ Test Employer Close Window

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Schedules Positions Interviews Applicants Wait-List Publication Requests Help

Interview Details

Interview Details

Date Dec 4th

Time 9:00 am - 9:30 am

Position Information

Position Information

Job Posting Title Summer Intern

Description General Office duties.

Location

Location
City Houston
State Texas
Country United States

Position Type Temporary/Summer Job (not internship)

Screening Criteria

Graduation Date: Range Start May 1, 2011

Graduate Date: Range End May 1, 2011

Work Authorization Permanent U.S. Work Authorization / U.S. Citizen

Back

Student Information

Student Test Student

Email test-2@simplicity.com

Resume [View Application](#)
[View Resume](#)

Major(s)
BBA in Accounting

Grade Point Average
2.50

Graduation Date
May 1, 2011

Year In School
Freshman

Degree Level
BBA

Applicant Type
Intern

Work Authorization
Permanent U.S. Work
Authorization / U.S. Citizen

Questions or concerns? Please contact the Rockwell Career Center at 832-842-6120 or via email at hirebauer@uh.edu.