

IOWA STATE UNIVERSITY CAREER MANAGEMENT SERVICES EMPLOYER INSTRUCTION MANUAL

The information contained in this document is arranged according to the navigational header toolbar located at the top of your page when you log into your ISU CMS account.

ACCOUNT

- Complete your personal profile.
- Change your password.
- Activity Summary.
- Document Library

CALENDAR

Daily, Weekly, Monthly, Yearly, and Personal Events.

PROFILE

Complete your company profile.

- Who We Are
- Key Statistics
- Company Culture
- Logo

JOBS (NON-OCR)

- Click on '**jobs**' in your header or under '**shortcuts**' click on '**Create Non-OCR Job Posting**'
- Click on the 'add new' button.
- You can copy over a position if you have had a listing previously, otherwise
- Skip to **Title**, complete the form and click the submit button.

TO EDIT JOB POSTING

- Click on the **Title** of the position
- The tab will now reflect the Title of the position. If there are any changes you wish to make, you can edit these fields at any time.

TO VIEW APPLICANT'S RESUMES:

- Under '**alerts**' click on **(#) student(s) has(have) applied to your Non-OCR job posting**
- You will be under the '**Student Resumes**' tab
- This page will list all the resumes that have been submitted to your current position or previous positions.
- Click on the resume icon to view the student's resume (Documents column).
- You may also select all the names to generate a book of the resumes submitted or to send them an e-mail.

GENERATING E-MAILS & GENERATING A BOOK:

- While under the **Student Resumes** tab, you can click on the + sign under **Tools** to select all of the applicants
- Clicking on **Mail to Checked** will enable you to send an e-mail to all applicants.
- Clicking on the - sign will deselect all applicants.
- You may wish to send an e-mail to a select group of students by placing a check mark in the individual boxes.
- If you would like to have one document that contains resumes of all applicants or just certain applicants, either click on the + sign to select all or place a check mark in the individual boxes
- Click on '**Generate Book**'.
- You will have an **alert** on your homepage '**you have 1 resume packet(s) awaiting download**' once the resume book is generated.

- You can also click on the '**Publication Requests**' tab to get your book.

ON CAMPUS RECRUITING (OCR)

REQUESTING A SCHEDULE:

- Under '**shortcuts**', click on '**Create New Schedule Request**'
- Complete the form, making sure to indicate in the Location field if the schedule is for Ag, Engineering, Business, Design, Human Sciences, or Liberal Arts & Sciences. Click the '**Submit**' button.

NOTE: If you click on a tab or on any of the headers before saving or submitting, you will lose your information. (Notice the Availability on the right hand side of the screen. This will let you know if there are any rooms available on the date you wish to recruit at ISU.) The OCR Models are as follows:

Preselect – Students submit resumes for consideration. Employer selects students to sign up for interview.

Open – Students do not submit resumes but can select interview time as long as they meet the position requirements.

Preselect to Open – Students initially submit resumes for employer to select candidates. After those selected candidates have had time to sign up for interview, then any student who meets the requirements can sign up for any remaining interview times.

Preselect to Alternate – Students submit resumes for employer to select candidates. Employer selects two groups of candidates: those offered first chance at signing up for interview and second group offered chance to sign up for any remaining interview times.

Preselect to Alternate to Open – Students submit resumes for employer to select candidates. Employer selects initially Invited students and Alternates. Then if any interview times remain available, schedule goes to Open sign up for any student that meets the requirements.

Room Reservation Only – Employer already has pool of candidates from Job Posting or Career Fair and will be setting up own interview schedule so only needs a room for the interview.

- The request will now be in '**Pending Schedule Request**' on the '**Schedule**' tab.
- Click '**Home**' on your header
- Once the schedule request is approved, you will receive an e-mail notification and you will get an '**Alert**' on your homepage to attach a position to the schedule. '**1 OCR schedule(s) in need of a position**'

ATTACHING A POSITION TO A SCHEDULE:

- Under '**Alerts**' on your homepage, click '**(#) OCR Schedules(s) in need of a position**'.
- You are taken to the '**On Campus Recruiting**' page and should be under the '**Schedules**' tab
- Locate the line of the schedule date that you want to attach the position
- Click on the gray button that says '**Attach Position**' under the '**Options**' column (second to the last column on the right hand side of the screen)
- Click on appropriate tab
- Complete the fields.
 - If there is an * after a field name, this is a required field that must be filled in.
- Click on Edit Schedule Details on the left hand side of the screen to change the interview length, add the interviewer name, or to review the schedule details.

Preselect start and *Preselect end* are the dates that students submit their resumes to be considered for preselection.

Select start and *select end* are the dates that employers can invite students to sign up on the schedule.

Preselect signup start is the date that preselected students can begin signing up on the schedule.

Alt signup start is the date that alternate can begin signing up on the schedule if there is room.

Open signup start is when any student that meets the screening criteria can sign up on the schedule.

- If you have more than one interview room and would like to have separate schedules with separate position descriptions:
 - On the left-hand side of the screen under '**Tasks**', select '**Room/Timeslot Availability**'
 - Step 1 is to select the position that you want to assign to one schedule/room

- Step 2: deselect all times for the interview room you don't want to assign this schedule to and click the 'save' button
- Step 3: return to Step 1 to select the position that you want to assign to the other room
- Step 4: click on the submit button
- Click on 'Save and Attach Another Position'.
- If you already have a position description in the system, you can select the position title under '**Copy/Create New Position**'. This will populate most of the remaining fields.

Field Descriptions:

- **Contact Information** Please enter any contact information you would like the student to see
Students are unable to see the contact name, address, phone number, or e-mail address. If you would like to have students that do not meet your screening criteria to be able to submit their resume to you or your department, please include appropriate contact information in this box.
- If you have one schedule for two days, and don't want the schedules to be separate:
 - Enter the information for the first day and submit.
 - Go back and click on '**Attach Position**' for your second day.
 - **Select 'Link A Position From Another Schedule'**.
Selecting Existing Position will merge the two days. (Students will only be able to submit their resume once.) If you chose Copy Existing Position, the two days would remain separate and students would be able to submit their resumes for both days.
- **Screening Criteria:**
 - **Graduation Date**
 - From – Enter the earliest graduation date you will consider in this section.
 - To – Enter the latest graduation date you will consider in this section.
 - **GPA**
 - Indicate minimum cumulative GPA requirements. Keep in mind that students below your minimum cannot submit their resumes through ISUCMS. You may enter 0.00 if you have no required GPA.
 - **Major**
 - If you select the All Majors option, all students in Ag, Business, Design, Engineering, Human Sciences, and Liberal Arts & Sciences can apply.
 - To select all majors within a college, click on the appropriate College. Note that degree level is indicated in parentheses following the major for some Colleges.
 - Otherwise select the specific majors in which you are interested. (You may need to use the Page Down button on your keyboard to see all majors within a College.)
 - **Desired Work Authorization** (You may select more than one by using your Ctrl button and left mouse click)
U.S. Citizen and/or Permanent Resident
Non-Citizens Authorized for Practical Training (includes both Curricular and Optional Training)
Not Authorized to Work in the U.S.
 - **Applicant Type:**
Experiential Education-Undergrad Program
 Co-op, Intern, Summer Program for students pursuing their BS Degree
Experiential Education-Graduate Program
 Co-op, Intern, Summer Program for Master/Doctorate level students
Entry Level Bachelor Graduate
Entry Level Master Graduate
Entry Level Doctorate Graduate
Experienced Hire
 If you wish to interview alums, your grad date criteria (From and To Dates) should reflect those that would have alum status.
- Click on Submit Button

- To return to your homepage, click on '**home**' in your header

Your position is now waiting for a career services administrator to approve it. Once it is approved, students can view it online.

- **If you wish to add additional positions, you may do so as long as the student resume submission has not yet begun.**
- **If you need to change a position or add a position once resume submission has begun, you need to contact the ISU Career Management Services staff at isucms@iastate.edu.**
- If students have submitted their resumes, you will need to e-mail us the changes you want.
- If you need to change the interview date, the length of interviews, or the length of the interview day, please contact the ISU Career Management Services staff at isucms@iastate.edu.

REVIEWING RESUMES:

- On your homepage, under '**Alerts**', click on '**(#) student(s) awaiting review for OCR positions**'
 - You are now under the '**Applicants**' tab
 - Clicking on the student name will take you to another page that will give you a brief profile on the student as well as your position description.
 - You will also be able to click on the view resume link as well as selecting a status from this page.
 - Clicking on the resume icon will bring up the student's resume for you to review.
 - **Details** will indicate how many slots have been filled on your schedule.
 - If you have multiple positions and would like to easily see only the applicants for a particular position, click on the '**Positions**' tab to see the number of applicants/number of interviews. This will also show the interview dates.

SELECTING CANDIDATES

- To select candidates, click on the Quick Link to 'View OCR Applicants'.
- Selections can be made individually or in batches.
- Selection Status options are :
 - Pending** – Student has submitted resume but no decision has been made.
 - Invited** – Student has been *pre-selected* to select an interview time.
 - Not Invited** – Student has been *declined* and may not sign up for an interview.
 - Alternate** – Student may sign up for an interview time once the pre-selected candidates have had an opportunity to sign up. *Note: This option is available only if the OCR model selected for the interview schedule included that option: Preselect to Alternate or Preselect to Alternate to Open.*
- To make selections, select the position from the Position Drop Down box and click on Apply Search.
- Select the box to the left of the student's name.
- In the Batch Option Box for 'Change Status To:', select the status from the Drop Down box.
- Students can sign up for an interview time immediately upon the status selection being made.
 - You cannot select more students than you have interview slots available.
 - Once the Employer Selection Completion date has passed, you cannot make selections and must contact ISU CMS to have the date extended.
- Students do not receive an automatic e-mail when selected. You may send them an e-mail, particularly if you need them to provide a completed application, transcript, or other documentation at the time of the interview.

GENERATING E-MAILS & GENERATING A BOOK:

- While under the **Applicants** tab, you can click on the + sign under **Tools** to select all of the applicants
 - Clicking on **Mail to Checked** will enable you to send an e-mail to all applicants.
 - Clicking on the - sign will deselect all applicants.
 - You may wish to send an e-mail to a select group of students by placing a check mark in the individual boxes.

This is an excellent way to notify students about an information session or that you have selected them to sign up for an interview. Students do not get a system generated e-mail that they have been invited to sign up for an interview.

- If you would like to have one document that contains resumes of all applicants or just certain applicants, either click on the + sign to select all or place a check mark in the individual boxes
 - Click on '**Generate Book**'.
 - You will have an **Alert** on your homepage '**You have 1 resume packet(s) awaiting download**' once the resume book is generated.
 - You can also click on the '**Publication Requests**' tab to get your book.

INTERVIEW SCHEDULES

- You may view interview schedules by going to the '**shortcuts**' section of your Home page and clicking on the 'View OCR Interviews' link or
- The '**Interviews**' tab in the OCR section will list all the students that have scheduled an interview.
- If there is only one position attached to the schedule, use the Search Filter Position Drop Down Box to select the position and click on Apply Search. This will show the interview date and interview times with the students' names and interview room.
- If there are multiple positions attached to the interview schedule, or if multiple schedules are attached to a position, then generating an Interview Packet is the best way to view the schedule.
 - To generate the Interview Packet, go to the Schedules tab and click on the box to the left of the interview date that you want to print.
 - Click on the Batch Option 'Generate Interview Packet'.
 - When the packet is ready, you will find the PDF file under the Publication Requests tab.

EVENTS

CAREER FAIRS

- Click on the Register button to complete the registration for the Career Fair.

INFORMATION MEETINGS:

- Call the Memorial Union (515-294-1437) to reserve a room, equipment, catering. If no rooms are available, another option would be the Scheman Center (515-294-3218).
- Click on '**Events**' on your homepage header.
- Next, click on the '**Information Sessions**' tab.
 - Click on 'Add New'.
 - Select Information Session Type from dropdown box.
 - Enter Session Start date and time.
 - Enter Session End date and time.
 - Enter Date of Recruiting Visit.
 - Enter # of Students Expected.
 - In the Description of Event, write a brief description of the event including the location, how you want students to dress for the info session, if refreshments will be served, and if possible, include the majors/positions for which the info session is being held.
 - Ignore the field of Catering Options.
- Students are able to RSVP to your Information Session.
 - To see the list of students, click on the Session Start Date.
 - You may send e-mails to those students who have RSVP'ed for the event.