

ON-CAMPUS RECRUITMENT (OCR) PROGRAM

POLICIES AND PROCEDURES

On-Campus Recruiting (OCR) is a service designed to facilitate employer interviews on campus for the convenience of both the employer and the students. Any employer the university works with can decide to offer OCR throughout the academic year and will post opportunities to MountHired. In order for you to take advantage of these opportunities, please follow the steps below:

Log On to MountHired to ensure account access:

- Go to <https://msmary-csm.symplicity.com>.
- Select “Students/Alumni”.
- Enter your Mount email address and password on the left-hand part of the log in screen.
- Once you’ve logged in, there will be a menu to the left of the dashboard. Click on **Documents**.
- The **Documents** section is where you will upload and specify your resume, transcript, cover letters, etc.
- Please be sure that you have had your resume reviewed by someone. Please feel free to reach out to us in the Career Center.
- You may change your resume at any time by uploading a new or updated file. PLEASE NOTE if you have submitted a resume for OCR and then decide to update your resume, the employer will no longer be able to see the resume so you will need to re-apply.

Search for OCR Opportunities:

The Career Center will send out emails advertising OCR events, but you can check for opportunities anytime by following the instructions below.

- Log in to MountHired (<https://msmary-csm.symplicity.com>) with your Mount email address and password
- On the left-hand side of your dashboard choose **Jobs – Discover**.
- Consider clicking on **See all jobs** under the **Search** button. Accounting opportunities will most likely display at the top of the page. Another option is to click “**More filters**” – “**More filters**” again (at bottom of box), and then OCR – yes.
- It is possible set job alerts and search for non-OCR positions as well.

Submit a Resume for Consideration / Sign Up for Interview Time:

Once you’ve found an OCR position that you’d like to apply for, you can:

- Click apply at the top of the position posting.
- Select the documents to submit for the application.
- If you are selected for an interview during the week before the interview date, you must go to MountHired and select an interview time that works with your schedule. **IT IS YOUR RESPONSIBILITY TO CHECK MOUNTHIRED AND EITHER SELECT AN INTERVIEW TIME OR DECLINE THE INTERVIEW**. You should receive an email if an employer selects your application for an interview.
- Please plan to arrive at the Career Center at least 10 minutes before your selected interview time. Our office may need to move interview times per the employer. If this happens, we will contact you directly to work out details.

Cancellations/No Show Policy

- Students are expected to attend all interviews for which they have scheduled. In fairness to the employer and other interested students, cancellations should occur only in **cases of extreme emergency**.
- You may cancel with no penalty by notifying the Administrative Assistant in the Career Center (santos@msmary.edu), three working days prior to the interview. It is always recommended to send a note of apology to the recruiter since that is the professional course of action.
- If you cancel within two working days of the interview you will be **required** to write an email of apology to the recruiter and cc the Director of the Career Center (tauriello@msmary.edu), within 72 hours of cancellation.

Cancellations/No Show Policy (Continued from page 1)

Cancellations will not be permitted on the day of the interview. Failure to attend an interview without notification will result in the following:

- You will be required to write an email of apology to the recruiter and submit a printed copy to the Director of the Career Center within 72 hours of the missed interview.
- In the event of not showing a second time, you will have all OCR privileges suspended.

Lack of sign-ups or other unforeseen circumstances may result in an organization cancelling. When this happens, the Career Center will work with the recruiter to set up alternative arrangements and contact all participants.

FAQ's

1) When do the interviews take place?

Interviews can take place throughout the academic year. The Career Center will advertise specific OCR dates, but be sure that you also check the events calendar at <https://calendar.msmary.edu/career-center-events.html> to see all Career Center events.

2) How are candidates selected?

Resumes are sent electronically through MountHired when a student applies for a position. Your application is then reviewed by a recruiter. If selected you will be notified via email AND message at the top of your MountHired Home Screen. **After applying please check MountHired on the given "Sign-Up Dates" to see if you were chosen to select an interview time.** You are responsible for keeping track of your interviews and selecting a time that will work with your schedule.

3) Where are the interviews held?

All interviews will be held in the Career Center on the Upper Level of McGowan Center. Please arrive 10 minutes early.

4) How should I prepare?

Before your interview date take time to research the company by visiting the company's website and looking for recent articles about the organization. You can also research the position within the organization to see how you can help the organization tackle its goals/mission. This is the #1 item we get back from employers as negative feedback. If you can show the employer that you've researched the organization and communicate how you would be a good fit for their organization, you're already ahead of your competition! Select your interview attire well in advance. You should plan to wear business formal (suits for both men & women). If you have questions or would like to schedule a mock interview prior to your appointment please contact the Career Center.

5) What happens after the interview?

Be sure to send a thank you email (and hand-written note if you feel that you would like to do both) to the Recruiter within 24 hours of the interview. Your thank you should confirm your interest in the opportunity and thank the employer for their time.

6) What if the organization has an information session or other application criteria?

Please follow the full instructions of the OCR position. If there is an information session that you are supposed to attend or additional forms or applications to fill out on the employer's website, please be sure to follow all instructions completely.

Any additional questions? Please contact us at 301-447-5202 or Career-Center@msmary.edu.