On-Campus Recruiting Guidebook: Employer Edition

University of Pittsburgh
Career Development and Placement Assistance

200 William Pitt Union
3959 Fifth Avenue
Pittsburgh, PA 15260

Phone: 412-383-HIRE (4473)
Fax: 412-648-7131
Website: www.careers.pitt.edu

Hours: Monday–Friday 8:30 a.m.–5:00 p.m.
# Table of Contents

Introduction to *FutureLinks* ......................................................... 3

Getting Started .................................................................................. 3

Forgot Password .................................................................................. 4

Posting a Job Opportunity ................................................................. 4

Extending the Expiration Date ....................................................... 5

Renewing Archived Job Postings ..................................................... 5

On-campus Interviewing (OCI) ....................................................... 6

Requesting On-Campus Interviews ............................................... 6

On-Campus Recruiting (OCR) Model Options ............................. 7

Managing Your On-Campus Interview Schedule ......................... 8

Viewing Final Schedule .................................................................. 10

Cancelling an Interview Schedule ............................................... 10

Information Sessions

  Requesting an Information Session ........................................ 11

  Associated Costs ......................................................................... 12

  View RSVP’d Students ............................................................... 12

  Cancelling an Information Session ........................................ 13

Career Fair Registrations

  How to Register ............................................................................ 13

  Employer Policies ......................................................................... 14

  Parking, Driving Directions, and Campus Map Links ................ 14

  Frequently Asked Questions ...................................................... 15
Introduction to FutureLinks

FutureLinks is a 24/7 FREE resource for posting employment opportunities to current University of Pittsburgh students and recent graduates. Whether you’re posting full-time, part-time, internship, work study, temporary, or volunteer positions, FutureLinks is the one-stop source. To access FutureLinks, please visit www.pittfuturelinks.com.

On-campus recruiting (OCR) offers employers the opportunity to identify and screen potential hires for anticipated job openings in one day. All OCR events take place in the William Pitt Union located at University of Pittsburgh’s Oakland campus. All management of on-campus schedules are done through the online system, FutureLinks.

Getting Started

- Go to www.pittfuturelinks.com
- Existing users – log-in with your username and password. (If you forgot your password or need a new one, please see next page)
- New users – click the ‘Register’ button to request free services at the University of Pittsburgh.

- Next, fill in the requested information. All fields marked with an asterisk (*) are mandatory.
• After successful completion, you will be notified on the screen to visit a link asking to review and accept the terms and conditions of our employer policies. You **MUST** review and accept our employer policies before registration is finalized.
• A confirmation email will be sent after the submitted information has been approved by the CDPA office. Please allow up to 24 hours for approval.

**Forgot Password**

• If you forgot your password, simply click on the ‘Forgot Password’ link under the log-in boxes.
• Enter in your username. (Your email address)
• A system generated password will be emailed. Please use the newly issued password to log in.
• If you are still having trouble, please call the On-Campus Recruitment Coordinator at 412-648-7129 to have your password reset.

**Posting a Job Opportunity**

**Non-OCR** job postings will not have interviews conducted on Pittsburgh’s campus. Employers should contact the candidates directly to set up interview locations and times when moving forward in the hiring process.

• To post a non-OCR position, simply click on the ‘Jobs’ tab located on the horizontal toolbar at the top of the page.
• This page will list all active postings. If ‘No records found’ appears, that means there are no active postings in your account. To reactivate an archived posting, please see the page 5.
• To post, click on ‘Add New’.
• Please fill in the job information. All fields marked with an asterisk (*) are mandatory.
• To finish and submit for approval from the CDPA office, click ‘Submit’. Please allow up to 24 hours for approval.
Extending the Expiration Date

As an employer utilizing the FutureLinks system, the option to extend the length of time in which the posting is viewable to students is available.

- First, click on the ‘Jobs’ tab located on the horizontal toolbar at the top of the page.
- This page will list all active postings. If ‘No records found’ appears, that means there are no active postings in the account. To reactivate an archived posting, please see the next heading.
- If an active posting is listed, click on the name of the job to edit.
- Scroll down to ‘Expiration Date’.
- Select a date to extend.

- Click ‘Submit’ to save and finish.

Renewing Archived Job Postings

This feature is great for companies that have similar internships or entry-level positions that occur every semester. The original position information is saved and only updates to the posting are needed.

- Click on the ‘Jobs’ tab located on the horizontal toolbar at the top of the page.
- Click ‘Add New’.
• Click ‘Show Archived’.
• Select the archived job posting you wish to renew from the drop down menu.
• Scroll down to ‘Expiration Date’.
• Select a new expiration date.
• Click ‘Submit’ to save and finish.
• If troubleshooting, please call the On-Campus Recruitment Coordinator at 412-648-7129. Please have the job posting name and ID number available.

**Quick Tip!**
Also refresh the posting date. This will allow the posting to appear near the top when student’s search by ‘Recently Added’.

---

**On-Campus Interviewing (OCI)**

Interviews occur during weekdays of the fall and spring semesters. Typically, interviews begin at 9:00 a.m. and end by 5:00 p.m. If you wish to schedule an interview(s) before 9:00 a.m. or after 5:00 p.m., please contact the On-Campus Recruitment Coordinator at 412-648-7129.

---

**Requesting On-Campus Interviews**

• Click on the ‘On-Campus Recruiting (OCR)’ tab located on the horizontal toolbar at the top of the page.
• Select ‘Request A Schedule’.
• Please fill in all of the necessary information. All fields marked with an asterisk (*) are mandatory.
• Click ‘Submit’ to finish.
• The request will then be reviewed. Upon approval, an email confirmation will be sent. Afterwards, please attach the position description. See page 7 for further inquiry of attaching a job to an OCR schedule.
OCR Model Options

There are different options as to how candidates will be selected and sign-up for interview times when requesting an on-campus interview schedule. Options are as followed:

1. **Room Reservation Only** – The employer will be responsible for all scheduling arrangements and is only reserving space on campus to conduct interviews.

2. **Preselect** – Candidates will submit their resumes online through FutureLinks for review. Only selected candidates labeled as ‘invited’ will be able to sign-up for an interview time. The maximum number of preselected candidates is based on the number of time slots available.

3. **Preselect to Alternate** – This model follows the same process as #2, except alternates will also be selected. There is no set minimum or maximum as to the number of alternates selected – this is solely based on employer’s discretion. Alternates will only be able to sign-up for an interview time if invited candidates either decline or fail to select a time slot.

4. **Preselect to Open** – This model follows the same process as #2, however after a certain time period, set at the employer’s discretion, any student is able to sign-up for remaining time slots.

5. **Preselect to Alternate to Open** – An employer will choose preselected candidates based on submitted resumes as well as alternates. If any interview times are still available after a certain time period, the remaining slots are open to any student.

6. **Open** – Any student may sign-up for an interview time slot. Employers will NOT be able to review resumes prior to the student signing up for an interview time.
Managing Your On-Campus Interview Schedule

Once the on-campus recruiting schedule request has been approved, there are a variety of ways to manage the schedule. A few tools available are: ability to add positions to the schedule, editing schedule details, reviewing applicants, and viewing the final schedule. To get started, at least one position must be attached to the approved schedule. **NOTE:** this is not necessary if the room reservation only model was selected.

- Under the ‘On-Campus Recruiting (OCR)’ tab, click on the schedule date where the position(s) need to be added to.
- Click ‘Create/Attach Positions’.
- Please fill in all of the necessary information. All fields marked with an asterisk (*) are mandatory.
- When finished, click either ‘Save & Attach Another’ or ‘Save & Finish’.
- The position(s) will then get approved. Upon final approval, the schedule and job posting(s) will become viewable to students.

**Quick Tip!**
You can also access the alert notification on the bottom left of the home page.

Reviewing and Selecting Candidates:

- In order to review incoming resumes and preselect the candidates for interviewing, click on the ‘Applicants’ tab under ‘On-Campus Recruiting (OCR)’ from the main screen. This will display all of the applicants under the interview schedule.

---

Managing Your On-Campus Interview Schedule

Once the on-campus recruiting schedule request has been approved, there are a variety of ways to manage the schedule. A few tools available are: ability to add positions to the schedule, editing schedule details, reviewing applicants, and viewing the final schedule. To get started, at least one position must be attached to the approved schedule. **NOTE:** this is not necessary if the room reservation only model was selected.

- Under the ‘On-Campus Recruiting (OCR)’ tab, click on the schedule date where the position(s) need to be added to.
- Click ‘Create/Attach Positions’.
- Please fill in all of the necessary information. All fields marked with an asterisk (*) are mandatory.
- When finished, click either ‘Save & Attach Another’ or ‘Save & Finish’.
- The position(s) will then get approved. Upon final approval, the schedule and job posting(s) will become viewable to students.

**Quick Tip!**
You can also access the alert notification on the bottom left of the home page.

Reviewing and Selecting Candidates:

- In order to review incoming resumes and preselect the candidates for interviewing, click on the ‘Applicants’ tab under ‘On-Campus Recruiting (OCR)’ from the main screen. This will display all of the applicants under the interview schedule.
There are two ways to review submitted documents. One way is to click on the shortcut icons located in the same row of the candidate’s name. Or, by clicking on the candidate’s last name, viewing the application and submitted documents is also available.

Student Information

- Student: Scarlato Student
- Email: scarlato@pitt.edu
- Resume: View Application, View Resume

In order to change a candidate’s status from pending, first select the candidates by checking the box next to the last name. From the drop down menu, select invited, not invited, or alternate if chosen to include alternates in the OCR model. **NOTE:** this batch option will change multiple statuses at once. Please only select the names of all invited candidates at one time, and then only select the names of not invited candidates. Repeat is chosen to include alternates.

Candidate will then be notified by our office via email if selected/not selected to interview.

Selected candidates will begin reserving time slots by logging into their own personal Pitt portal. No extra actions are required at this point from the employer’s end.
Viewing Final Schedule

Now that all of the selections have been made and the candidates have selected interview times, viewing the final schedule is easy!

- First, under the ‘On-Campus Recruiting (OCR)’ tab, select the schedule you wish to view.

<table>
<thead>
<tr>
<th>Date</th>
<th>ID</th>
<th>Timespan</th>
<th>OCR Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 12th</td>
<td>27</td>
<td>9:00 am - 12:00 pm</td>
<td>Preselect</td>
</tr>
</tbody>
</table>

- Next, click on ‘Generate Interview Packet’.
- Please select which documents to include within the packet (i.e. resume, cover letter, writing sample, etc.) and how it will be organized. Please allow a few minutes for this to generate.
- To view and print the final schedule, click on ‘Publication Requests’ and select the PDF icon.

Cancelling an Interview Schedule

We appreciate and thank you for recruiting at the University of Pittsburgh, however, should a situation arise that cancelling an interview schedule is needed, please contact the On-Campus Recruitment Coordinator at 412-648-7129 as soon as possible so it can be removed from the calendar.

Quick Tip!
Skype interviewing is also available. Connect with us: pitt.cdpa
Requesting an Information Session

Are you looking to gain more exposure to students at the University of Pittsburgh? Hosting an employer information session will allow students to learn more about the company and application and hiring process. All information sessions take place in the William Pitt Union. **It is recommended that information session requests be made at least two weeks, if not more, in advance.** This allows an appropriate amount of time to secure space and market to students. An option to request tabling is also available. All tabling requests will be placed at designated spots inside or, weather permitting, outside of the William Pitt Union. It is recommended that tabling requests be made at least two weeks, if not more, in advance. Please see page 14 to review our Employer Policies.

The Office of Career Development & Placement Assistance is offering two new information session types!

1. **Coffee Break** – This session will take place during only morning and early afternoon hours. Coffee Break information sessions will allow employers to casually discuss job opportunities and company lifestyle while enjoying coffee/tea with students.

2. **Career Conversations** – This session type is great for new, start-up companies that have never been on campus before. Career Conversations can be either a formal presentation or a relaxed Q&A session – whichever suits your style best! You will be paired with another similar company based on industry type. Before the anchor company presents, there will be an allotted 15-20 minutes beforehand to present your information.

- To request an information session type, click on the ‘Event’ tab located on the horizontal toolbar at the top of the page.
- Select ‘Information Sessions’.
- Click ‘Add New’.

New for 2013!
• Please fill in the necessary information and choose which type of session to host from the drop down menu. All fields marked with an asterisk (*) are mandatory.

Associated Costs

• Room fee: FREE
• TV/VCR (rental): $50.00
• TV/DVD (rental): $50.00
• LCD projector (rental): $50.00
• PC Notebook (rental): $150.00
• Catering: Please contact Sodexo at 412-648-2302

View RSVP’d Students

• Under the ‘Event’ tab, click the section labeled ‘Information Session’.
• Click ‘Review’ next to the information session date and time.
• Select ‘Reservations’ to view all respondents.
Cancelling an Information Session

We appreciate and thank you for recruiting at the University of Pittsburgh, however, should a situation arise that cancelling an information session is needed, please contact the On-Campus Recruitment Coordinator at 412-648-7129 as soon as possible so it can be removed from the calendar.

Career Fairs: How to Register

The Office of Career Development and Placement Assistance is host to multiple career fairs every year and each semester. For more information on fair dates, fees, booth display sizes, sponsorship opportunities, and more, please visit our main website at www.careers.pitt.edu

- To officially register for a career fair, please visit FutureLinks – www.pittfuturelinks.com – and click on the ‘Events’ tab at the top of the page, then ‘Career Fairs’, finally ‘Register’ next to the fair you would like to attend.

Quick Tip!

Register early to receive an early bird discount!
Employer Policies

In order to make the hiring process as simple and as efficient as possible, as well as protect student privacy and limit the risk to the University of Pittsburgh students, alumni, and other users of our services, University of Pittsburgh’s Office of Career Development and Placement Assistance (CDPA) establishes these policies and guidelines for all employer services provided through our office.

For a pdf version listing complete guidelines, please visit


Parking, Driving Directions, and Campus Map Links

For parking and directions to campus and the William Pitt Union, please click on the links provided below.

Parking Information → http://www.pts.pitt.edu/parking/visitor.html

Driving Directions → http://www.tour.pitt.edu/directions.html

Campus Map → http://www.tour.pitt.edu/tour-firstmap.html

William Pitt Union Information → http://www.tour.pitt.edu/tour-005.html
Frequently Asked Questions

Where specifically on campus are the interviews held?

All interviews take place on the second floor of the William Pitt Union in the interviewing suites.

How many rooms can I reserve?

We have twelve rooms total. You are welcome to reserve as many as you need providing space is available.

Can I reserve any day of the week?

Yes! Interviews occur during weekdays of the fall and spring semesters. Typically, interviews begin at 9:00 a.m. and end by 5:00 p.m. If you wish to schedule an interview(s) before 9:00 a.m. or after 5:00 p.m., please contact the On-Campus Recruitment Coordinator at 412-648-7129.

How do I target specific majors?

When posting any job, non-OCR or not, you’ll be prompted to select majors that correspond to your hiring needs. If you would like further assistance reaching specific candidates or student groups, our office is home to specialists that are assigned to specific majors and industries and will act as a liaison between you and your targeted pool. To work with a specialist that fits with your industry and hiring needs, you may contact either our front desk at 412-383-HIRE (4473), or our On-Campus Recruitment Coordinator at 412-648-7129.

I’m not familiar with Oakland and the University of Pittsburgh campus, where can I go for lunch?

Have no fear! The CDPA office offers lunch to recruiters who attend career fairs, as well as those who schedule a full day of on-campus interviews. If you’re looking to venture out, please visit http://www.onlyinoakland.org as a helpful resource.

What other branding opportunities are there on campus?

The Career Development and Placement Assistance office is always looking for new ways to partner with employers! Please feel free to contact us at employer@pitt.edu, or call us at 412-383-HIRE (4473) to learn more about current opportunities!